



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



November 14, 2025

ATTY ALBERTO T. ESCOBARTE, CESO II

Regional Director
DepEd IVA CALABARZON

S I R:

DepEd Regional Office IV-A CALABARZON through the Procurement Unit, has undertaken Small Value Procurement (SVP) for the **CATERING SERVICES FOR THE RECOGNITION OF BEST PRACTICES IN THE DELIVERY OF TECHNICAL ASSISTANCE ON NOVEMBER 27, 2025**. Pursuant to the Office Memorandum No. DEPED-4A-PU-OM-2025-182 dated September 25, 2025, which authorizes the Procurement Unit (PU) to undertake this project, the PU proceeded with the procurement process.

On November 12, 2025, during the opening and evaluation of submitted quotation, one (1) bidder submitted its quotation, **DEPED REGION IV-A CALABARZON MULTIPURPOSE COOPERATIVE** in the amount of **Twenty-Two Thousand Forty Pesos (Php22,040.00)**.

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Single Calculated and Responsive Quotation (SCRQ) is **DEPED REGION IV-A CALABARZON MULTIPURPOSE COOPERATIVE** with a proposed quotation amounting to **Twenty-Two Thousand Forty Pesos (Php22,040.00)**. The **QUOTATION EVALUATION REPORT** is attached hereto as Annex "A" and made integral part of this document.

In view of the foregoing, the Procurement Unit respectfully **RECOMMENDS** to the Regional Director, as the Head of the Procuring Entity the award of the contract to **DEPED REGION IV-A CALABARZON MULTIPURPOSE COOPERATIVE** in the amount of **Twenty-Two Thousand Forty Pesos (Php22,040.00)**.

Thank you.

Very truly yours,


JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit


DENNIS V. MANAY
Administrative Officer II
Procurement Unit

APPROVED DISAPPROVED:


ATTY. ALBERTO T. ESCOBARTE, CESO II
Head of the Procuring Entity

08F/ROA/MJLS



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“ANNEX A”

QUOTATION EVALUATION REPORT

Project Title: CATERING SERVICES FOR THE RECOGNITION OF BEST PRACTICES IN THE DELIVERY OF TECHNICAL ASSISTANCE	
Date of Activity: November 27, 2025	
Approved Budget for the Contract: Twenty-Two Thousand Eight Hundred Pesos (Php22,800.00)	
Mode of Procurement: Small Value Procurement (SVP)	
Name of Bidder: DEPED REGION IV-A CALABARZON MULTIPURPOSE COOPERATIVE	
Bid Price: Twenty-Two Thousand Forty Pesos (Php22,040.00)	Date of Opening and Evaluation: November 12, 2025

Date Posted in the PhilGEPS: N/A									
Date Posted in the Office Website and Conspicuous Bulletin: November 6, 2025 to November 11, 2025									
RFQ sent to four (4) prospective suppliers: 1. DepEd Region IV-A CALABARZON Multipurpose Cooperative 2. God's Treasure Enterprises 3. Plato ni Juan 4. Focal Managing Loop Inc.									
SUBMITTED QUOTATION/S:									
<table border="1"> <thead> <tr> <th>Name of Bidder</th> <th>Amount of Bid</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>DepEd Region IV-A CALABARZON Multipurpose Cooperative</td> <td>Php22,040.00</td> <td>Complying</td> </tr> <tr> <td>God's Treasure Enterprises</td> <td>Php22,230.00</td> <td>Complying</td> </tr> </tbody> </table>	Name of Bidder	Amount of Bid	Remarks	DepEd Region IV-A CALABARZON Multipurpose Cooperative	Php22,040.00	Complying	God's Treasure Enterprises	Php22,230.00	Complying
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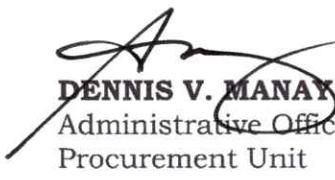
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LEGAL DOCUMENTS			
Documents Evaluated	Present	Absent	Findings/Remarks
Business/Mayor's Permit	✓		Comply
PhilGEPS Registration Number	✓		Comply
Latest Income/Business Tax Return or Tax Clearance	✓		Comply
Notarized Omnibus Sworn Statement (OSS)	✓		Comply
Specifications	✓		Comply

Based on the findings above cited, **DEPED REGION IV-A CALABARZON MULTIPURPOSE COOPERATIVE** has submitted all the documents required. The undersigned **RECOMMEND** that the contract be awarded to **DEPED REGION IV-A CALABARZON MULTIPURPOSE COOPERATIVE** being compliant to the requirements declared as the Lowest Calculated and Responsive Quotation (LCRQ).

Submitted for the consideration of the Head of the Procuring Entity (HoPE) this November 14, 2025, at Cainta, Rizal.


JOCELYN L. MARTIN
 Administrative Officer IV
 Procurement Unit


DENNIS V. MANAY
 Administrative Officer II
 Procurement Unit