



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



October 21, 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 Lease of Real Property and Venue with food and accommodation for the **FOOD AND ACCOMMODATION FOR THE CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER IV AND V (ADMINISTRATIVE GROUP)** on **NOVEMBER 18-20, 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 October 20, 2025, during the opening and evaluation of submitted quotations, the following two (2) bidders submitted their quotations as follows:

| BIDDER | AMOUNT OF BID | REMARKS |
|---|---------------|-----------|
| Tagaytay Automart Inc. - Tagaytay Country Hotel | Php782,280.00 | Complying |
| Sunny Glades Properties Corporation (Tagaytay Haven Hotel) | Php784,750.00 | Complying |

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Lowest Calculated and Responsive Quotation (LCRQ) is **TAGAYTAY AUTOMART INC. - TAGAYTAY COUNTRY HOTEL** with a proposed quotation amounting to **Seven Hundred Eighty-Two Thousand Two Hundred Eighty Pesos (Php782,280.00)**. 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 **TAGAYTAY AUTOMART INC. - TAGAYTAY COUNTRY HOTEL** in the amount of **Seven Hundred Eighty-Two Thousand Two Hundred Eighty Pesos (Php782,280.00)**.

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/JLCC



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RO-ASD-F138

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| Effectivity | 10.01.2025 | Page | 1 of 3 |



Certificate No. PHP QMS
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"ANNEX A"

QUOTATION EVALUATION REPORT

| | |
|---|----------------------|
| Project Title: FOOD AND ACCOMMODATION FOR THE CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER IV AND V (ADMINISTRATIVE GROUP) | |
| Date of Activity: November 18-20, 2025 | |
| Approved Budget for the Contract: Eight Hundred Sixty Thousand Pesos (Php860,000.00) | |
| Mode of Procurement: Small Value Procurement (SVP) | |
| Name of Bidder/s: | Bid Price: |
| Tagaytay Automart Inc. - Tagaytay Country Hotel | Php782,280.00 |
| Sunny Glades Properties Corporation (Tagaytay Haven Hotel) | Php784,750.00 |
| Date of Opening and Evaluation: October 21, 2025 | |

| | | |
|---|----------------------|----------------|
| Date Posted in the PhilGEPS: October 16, 2025 | | |
| Date Posted in the Office Website and Conspicuous Bulletin: October 15, 2025 to October 20, 2025 | | |
| RFQ sent to at least three (3) prospective suppliers: | | |
| 1. Country Chateau Hoteliers Corporation 2. Tagaytay Viewpark Hotel 3. Tagaytay Automart inc. - Tagaytay Country Hotel 4. Sunny Glades Properties Corp. (Tagaytay Haven Hotel) | | |
| SUBMITTED QUOTATION/S: | | |
| Name of Bidder | Amount of Bid | Remarks |
| Tagaytay Automart Inc. - Tagaytay Country Hotel | Php782,280.00 | Complying |
| Sunny Glades Properties Corporation (Tagaytay Haven Hotel) | Php784,750.00 | Complying |

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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, **TAGAYTAY AUTOMART INC. - TAGAYTAY COUNTRY HOTEL** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **TAGAYTAY AUTOMART INC. - TAGAYTAY COUNTRY HOTEL** having complied with all the requirements and thus declared as the Lowest Calculated and Responsive Quotation (LCRQ).

Submitted for the consideration of the Head of the Procuring Entity (HoPE) this October 21, 2025 at Cainta, Rizal.

JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit

DENNIS V. MANAY
Administrative Officer II
Procurement Unit