



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



PU-LRER01-2025-30

November 18, 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 **READING LEADERS SUMMIT: ADVANCING THROUGH THE ELLN PROGRAM ON DECEMBER 15-19, 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 18, 2025, during the opening and evaluation of submitted quotation, one (1) bidder submitted its quotation, **FIRST STA. ROSA HOTEL CORPORATION (EL CIELITO HOTEL)** in the amount of **One Million Eight Hundred Forty-Seven Thousand Five Hundred Twenty Pesos (Php1,847,520.00)**.

That based on the **QUOTATION EVALUATION REPORT** prepared by the Procurement Unit, it was determined that the Single Calculated and Responsive Quotation (SCRQ) is **FIRST STA. ROSA HOTEL CORPORATION (EL CIELITO HOTEL)** with a proposed quotation amounting to **One Million Eight Hundred Forty-Seven Thousand Five Hundred Twenty Pesos (Php1,847,520.00)**. 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 **FIRST STA. ROSA HOTEL CORPORATION (EL CIELITO HOTEL)** in the amount of **One Million Eight Hundred Forty-Seven Thousand Five Hundred Twenty Pesos (Php1,847,520.00)**.

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

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RO-ASD-F138



Certificate No. PHP QMS



Republic of the Philippines
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"ANNEX A"

QUOTATION EVALUATION REPORT

Project Title: LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE READING LEADERS SUMMIT: ADVANCING THROUGH THE ELLN PROGRAM	
Date of Activity: December 15-19, 2025	
Approved Budget for the Contract: One Million Eight Hundred Fifty Thousand Pesos (Php1,850,000.00)	
Mode of Procurement: Lease of Real Property and Venue	
Name of Bidder: FIRST STA. ROSA HOTEL CORPORATION (EL CIELITO HOTEL)	
Bid Price: One Million Eight Hundred Forty-Seven Thousand Five Hundred Twenty Pesos (Php1,847,520.00)	Date of Opening and Evaluation: November 18, 2025

Date Posted in the PhilGEPS: N/A		
Date Posted in the Office Website and Conspicuous Bulletin:		
RFQ sent to three (3) prospective suppliers: 1. First Sta. Rosa Hotel Corp. (El Cielito) 2. Technopark 3. Paseo Premiere Hotel		
SUBMITTED QUOTATION/S:		
Name of Bidder	Amount of Bid	Remarks
First Sta. Rosa Hotel Corp. (El Cielito)	Php1,847,520.00	Complying and Lone Bidder

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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, **FIRST STA. ROSA HOTEL CORP. (EL CIELITO)** has submitted all the documents required. The undersigned **RECOMMENDS** that the contract be awarded to **FIRST STA. ROSA HOTEL CORP. (EL CIELITO)** having complied with all the requirements and thus declared as the Single Calculated and Responsive Quotation (SCRQ).

Submitted for the consideration of the Head of the Procuring Entity (HoPE) this November 18, 2025 at Cainta, Rizal.


JOCELYN L. MARTIN
 Administrative Officer IV
 Procurement Unit


DENNIS V. MANAY
 Administrative Officer II
 Procurement Unit