

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Region 10, Cagayan de Oro City**

September 20, 2017

CANVASS FORM

GENTLEMEN :

Please quote your lowest price(s), taxes included on the following article(s)/services listed hereunder:

Item No.	QTY.	UNIT	ARTICLE/SERVICES	Unit Price	Amount
	20	pax	October 23, 2017		
	20	pax	Dinner		
			Room Accomodation		
			October 24-26, 2017 (3 days)		
	40	pax	Breakfast		
	40	pax	AM Snacks		
	40	pax	Lunch		
	40	pax	PM Snacks		
	40	pax	Dinner		
	40	pax	Room Accomodation		
			October 27, 2017		
	40	pax	Breakfast		
	40	pax	AM Snacks		
	40	pax	Lunch		
	40	pax	PM Snacks		
	20	pax	Dinner		
	20	pax	Room Accomodation		
			with the following requirements:		
			-free use of spacious function hall with 50-60 persons capacity		
			-air-conditioned room with triple occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboards and markers/pens		
			-free wifi access in the function hall can accommodate 30-40 units of laptop		
			-complimentary suite room for the secretariat		
			-free use of LCD screen		
			-location of hotel conducive to learning		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-spacious parking area for vehicles of expected participants		
			other terms and conditions:		
			- charges should be based on actual (subject to changes in quantity)		
			-should attach guest folio with guests' name and signature and specify date of check-in and check-out		

