

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

October 5, 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
			<b>November 20, 2017</b>		
	50	pax	Dinner		
	50	pax	Room Accommodation		
			<b>November 21-23, 2017 (3 days)</b>		
	81	pax	Breakfast		
	81	pax	AM Snacks		
	81	pax	Lunch		
	81	pax	PM Snacks		
	81	pax	Dinner		
	81	pax	Room Accommodation		
			<b>November 24, 2017</b>		
	81	pax	Breakfast		
	81	pax	AM Snacks		
	81	pax	Lunch		
	81	pax	PM Snacks		
	40	pax	Dinner		
	40	pax	Room Accommodation		
			<b>with the following requirements:</b>		
			-spacious function hall with 90 persons capacity		
			-air-conditioned room with triple occupancy (3 separate beds)		
			-complimentary suite room for the secretariat		
			-3 main courses plus soup, with dessert/ fruits (buffet style)		
			-water dispenser at the function hall		
			-free flowing coffee		
			-free use of sound system and microphones		
			-strong wifi access in the function hall for 50 units of laptop		
			-free use of LCD screen, whiteboard and markers/pens		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-location of the hotel conducive to learning		
			-free welcome streamer		
			-spacious parking area for vehicles of expected participants/guests		
			<b>other terms and conditions:</b>		
			-charges on the first day is guaranteed		
			- charges should be based on actual starting on the second day (subject to changes in quantity)		
			-should attach guest folio with guests' name and signature and specify date of check-in and check-out		
			-should attach detailed billing on no. of pax of food served per day		
			-should attach menu served (upon submission of billing/SOA)		
			<b>documentary requirements:</b>		
			-philgeps certificate		

Please take note of the requirements/other terms and conditions and documentary req. if contrary, please indicate. \*Also, kindly indicate if rooms is quoted per pax or per room (3 in a room)

