

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

August 24, 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
			September 11, 2017		
	20	pax	Dinner		
	20	pax	Room Accommodation		
			September 12, 2017		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			September 13, 2017		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Accommodation		
			September 14, 2017		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			September 15, 2017		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Accommodation		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboard and markers/pens		
			-wifi access in the function hall can accommodate 80 units of laptop		
			-complimentary suite room accommodation for the secretariat		
			-free use of LCD screen		
			-Location of the 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 on the first day is guaranteed -starting on the second day charges should be based on actual (subject to changes in quantity) -room accomodation should be billed per pax as quoted -should attach detailed billing of food served per day documentary requirements: 1. Current Business Permit 2. PhilGEPS Registration Certificate 3. Income Tax Return 4. Omnibus Sworn Statement X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X		
		Seminar Workshop on the Operations and Maintenance of BWSA Managed Water Supply Projects on September 11-15, 2017		

You are required to post a proposal bond in the form of cash or certified check, surety bond in the amount equal to two percent (2%) of the total amount of the items for which you submit a quotation if it amount to P1,000,000.00. Disposition of cash proposal bond shall be in accordance with accounting rules and regulations.

A purchase order to the Awardee shall be made immediately after the award. This Office, however, reserves the right to reject any and/or all offers/bids herein contained.

Quoted by :

 (Name and Signature of Authorized Representative)

Address : _____

Date : _____

ROSITA E. LAGANG
 AO V/GSSection

NORMAN A. RAMOS
 Canvasser