

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

October 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
			November 13, 2017		
	20	pax	Dinner		
	20	pax	Accommodation		
			November 14-16, 2017 (3 days)		
	48	pax	Breakfast		
	48	pax	AM Snacks		
	48	pax	Lunch		
	48	pax	PM Snacks		
	48	pax	Dinner		
	48	pax	Accommodation		
			November 17, 2017		
	48	pax	Breakfast		
	48	pax	AM Snacks		
	48	pax	Lunch		
	15	pax	Dinner		
	15	pax	Accommodation		
			with the following requirements:		
			-free use of spacious function hall with 100-150 persons capacity		
			-air-conditioned room accommodation with triple occupancy (3 separate beds)		
			-3 main courses plus soup (buffet style)		
			-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 50-70 units of laptop		
			-location of hotel conducive to learning		
			-free use of extension wires/cords		
			-free welcome streamer/backdrop tarpaulin		
			-free use of LCD screen		
			-complimentary suite room accommodation for the secretariat		
			-free use of electricity in the function hall		
			-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)		
			-should attach guest folio with guests' name and signature and specify date of check-in and check-out		
			-should attach detailed billing on number of pax and food served per day		

