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

November 2, 2017

CANVASS FORM

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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 27-30, 2017 (4 days)		
	35	pax	Breakfast		
	35	pax	AM Snacks		
	35	pax	Lunch		
	35	pax	PM Snacks		
	35	pax	Dinner		
	24	pax	Room Accommodation of Participants		
	6	pax	Room Accommodation of Regional Coaches/Mentors		
			with the following requirements:		
			-free use of spacious function hall with 50 persons capacity		
			-air-conditioned room accommodation with double occupancy		
			(2 separate beds)		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing brewed coffee		
			-free use of sound system and microphones		
			-free use of whiteboard and markers/pens		
			-free and STRONG INTERNET CONNECTION(dedicated use) in the function hall 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 30 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		
			-should attach menu served during the activity		
			(upon submission of billing/SOA)		
			documentary requirements:		
			1. PhilGEPS Certificate Registration		
			2. Mayor's/Business Permit		
			3. Income/Business Tax Return		
			4. Omnibus Sworn Statement		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x		
			Conduct of Orientation on Electronic Business Permits and Licensing System (e-BPLS) on November 27-30, 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 :

ROSITA E. LAGANG
AO V/GSSection

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(Name and Signature of Authorized Representative)

Address : _____

NORMAN A. RAMOS
canvasser