

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

October 13, 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
			<u>1st Batch</u>		
			October 24-26, 2017 (3days)		
		pax	Breakfast		
		pax	AM Snacks		
		pax	Lunch		
		pax	PM Snacks		
		pax	Dinner		
		pax	Accommodation		
		pax	October 27, 2017		
		pax	Breakfast		
		pax	AM Snacks		
		pax	Lunch		
		pax	PM Snacks		
		pax	Dinner		
		pax			
			<u>2nd Batch</u>		
			November 7-9, 2017 (3 days)		
		pax	Breakfast		
		pax	AM Snacks		
		pax	Lunch		
		pax	PM Snacks		
		pax	Dinner		
		pax	Accommodation		
			November 10, 2017		
		pax	Breakfast		
		pax	AM Snacks		
		pax	Lunch		
		pax	PM Snacks		
		pax	Dinner		
			with the following requirements:		
			Breakfast: Three Main Courses w/ fruits		
			Lunch and Dinner: Three Main Courses + soup, with dessert/fruits (buffet style)		
			-free use of spacious function hall with 80 persons capacity		
			-air-conditioned room with double occupancy (2 separate beds)		
			-water dispenser at the function hall		
			-free flowing coffee		
			-free use of extension wires, microphones, sound system, whiteboard and markers/pens		
			-free welcome streamer/tarpaulin		
			-location of hotel is conducive to learning		
			-complimentary room for the secretariat		
			-free use of electricity in the function hall for 40 laptops, printer & projector		
			-free use of strong WIFI/Internet connection at the function hall that can accommodate 80 units of laptop		
			-free use of LCD screen		
			-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		

