

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

September 20, 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
			October 16, 2017		
	30	pax	Dinner		
	30	pax	Room Accomodation		
			October 17-19, 2017 (3 days)		
	57	pax	Breakfast		
	57	pax	AM Snacks		
	57	pax	Lunch		
	57	pax	PM Snacks		
	57	pax	Dinner		
	57	pax	Room Accomodation		
			October 20, 2017		
	57	pax	Breakfast		
	57	pax	AM Snacks		
	57	pax	Lunch		
	57	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accomodation		
			with the following requirements:		
			-free use of spacious function hall with 60-70 persons capacity		
			-air-conditioned room with triple occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboards and markers/pens		
			-free wifi access in the function hall can accommodate 40-50 units of laptop		
			-complimentary suite room for the secretariat		
			-free use of LCD screen		
			-location of 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 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 no. of pax of food served per day (upon submission of billing/SOA) documentary requirements: -philgeps certificate -business/mayor's permit -income tax return -omnibus sworn statement X-X Ring Fencing of LGUs Book of Accounts on Water and Strategic Business Planning for LGU run Water Utilities on October 16- 20, 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)

ROSITA E. LAGANG
 AO V/GSSection

Address : _____

NORMAN A. RAMOS