

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

October 9, 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 8, 2017		
	57	pax	PM Snacks		
	57	pax	Dinner		
	54	pax	Room Accommodation		
			November 9, 2017		
	57	pax	Breakfast		
	57	pax	AM Snacks		
	57	pax	Lunch		
	57	pax	PM Snacks		
	57	pax	Dinner		
	54	pax	Room Accommodation		
			November 10, 2017		
	57	pax	Breakfast		
	57	pax	AM Snacks		
			with the following requirements:		
			- Three Main Courses + soup with dessert/fruits (buffet style)		
			-free use of spacious function hall with 60 persons capacity		
			-air-conditioned room with TRIPLE occupancy (3 separate beds)		
			-complimentary suite room for the secretariat		
			-water dispenser at the function hall		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of strong wifi/internet access connection in the function hall		
			-free use of LCD screen, whiteboard and markers/pens		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-location of the hotel conducive to learning		
			-free welcome streamer		
			-spacious parking area for vehicles of expected participants/guests		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			- charges should be based on actual starting on the second day (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		
			-should attach menu served (upon submission of billing/SOA)		
			documentary requirements:		
			-philgeps certificate		
			-business/mayor's permit		
				Please take note of the requirements/other terms and conditions and documentary req., if contrary, please indicate. *Also, kindly indicate if rooms is quoted per pax or per room (3 in a room)	

		-income tax return -omnibus sworn statement X-X ORIENTATION FOR THE CAPACITY ENHANCEMENT OF THE PLEB ON NOVEMBER 8-10, 2017		
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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 : _____

ROSITA E. LAGANG
AO V/GSSection

NORMAN A. RAMOS
canvasser