

**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
			<b>October 27, 2017</b>		
	250	pax	AM Snacks		
	250	pax	Lunch		
	250	pax	PM Snacks		
			<b>with the following requirements:</b> -free use of spacious function hall with 250 persons capacity -3 main courses plus soup (buffet style) -fruits/sweets after meals -free flowing coffee -free use of sound system and microphones (wired and wireless) -free use of whiteboards and markers/pens -free wifi/internet access in the function hall -free use of LCD screen and extension wires -location of the hotel conducive to learning  -free use of electricity in the function hall  -spacious parking area for vehicles of expected participants <b>documentary requirements:</b> 1. PhilGEPS Certificate Registration 2. Mayor's/Business Permit 3. Income/Business Tax Return 4. Omnibus Sworn Statement X-X ASEAN Federalism Forum on October 27, 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

\_\_\_\_\_  
(Name and Signature of Authorized Representative)

Address : \_\_\_\_\_

**NORMAN A. RAMOS**  
canvasser