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

September 7, 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
			September 21, 2017		
	171	pax	AM Snacks		
	171	pax	Lunch		
	171	pax	PM Snacks		
	148	pax	Dinner		
	148	pax	Room Accommodation		
			September 22, 2017		
	148	pax	Breakfast		
	171	pax	AM Snacks		
	171	pax	Lunch		
	171	pax	PM Snacks		
	148	pax	Dinner		
	148	pax	Room Accommodation		
			with the following requirements:		
			-free use of spacious function hall with 200 persons capacity		
			-air conditioned room with double occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals	**Note: Please attach menu**	
			-free flowing brewed coffee		
			-free use of sound system, microphones, whiteboards and markers, LCD screen, extension wires		
			-free strong wifi access in the function hall		
			-complimentary suite room accommodation for the secretariat		
			-location of hotel conducive to learning		
			-free use of electricity in the function hall		
			-free backdrop tarpaulin		
			-spacious parking area for vehicles of expected participants		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			-starting on the second day onwards charges should be based on actual (subject to changes in quantity)		
			-room accomodation should be billed per pax		
			-should attach detailed billing of food served per day		
			Documentary Requirements:		
			-Mayor's/Business Permit		
			-PhilGEPS Reg. Certificate		
			-Income Tax Return		
			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 Provincial Strategic Direction Setting Conference Workshop for Lanao del Norte on September 21-22, 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

Date : _____