

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

August 24, 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>September 11, 2017</b>		
	20	pax	Dinner		
	20	pax	Room Accommodation		
			<b>September 12, 2017</b>		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			<b>September 13, 2017</b>		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Accommodation		
			<b>September 14, 2017</b>		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Room Accommodation		
			<b>September 15, 2017</b>		
	30	pax	Breakfast		
	30	pax	AM Snacks		
	30	pax	Lunch		
	30	pax	PM Snacks		
	30	pax	Dinner		
	30	pax	Accommodation		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboard and markers/pens		
			-wifi access in the function hall can accommodate 80 units of laptop		
			-complimentary suite room accommodation for the secretariat		
			-free use of LCD screen		
			-Location of the hotel conducive to learning		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-spacious parking area for vehicles of expected part		

		<p><b>other terms and conditions:</b></p> <ul style="list-style-type: none"> <li>-charges on the first day is guaranteed</li> <li>-starting on the second day charges should be based on actual (subject to changes in quantity)</li> <li>-room accomodation should be billed per pax as qu</li> <li>-should attach detailed billing of food served per da</li> </ul> <p><b>documentary requirements:</b></p> <ol style="list-style-type: none"> <li>1. Current Business Permit</li> <li>2. PhilGEPS Registration Certificate</li> <li>3. Income Tax Return</li> <li>4. Omnibus Sworn Statement</li> </ol> <p style="text-align: center;">X-X</p>		
		<p><b>Seminar Workshop on the Operations and Maintenance of BWSA Managed Water Supply Projects on September 11-15, 2017</b></p>		

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**  
Canvasser

Date : \_\_\_\_\_