

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

Date : July 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
			Day 0- Aug 30, 2017		
	pax	32	Dinner		
	pax	21	Room Accomodation (3 Separate beds)		
	pax	11	Room Accomodation (2 Separate beds)		
			Day 1- Aug 31, 2017		
	pax	41	Breakfast		
	pax	41	Snacks AM		
	pax	41	Lunch		
	pax	41	Snacks PM		
	pax	41	Dinner		
	pax	22	Room Accomodation (3 Separate Beds)		
	pax	11	Room Accomodation (2 Separate Beds)		
			Day 2- Sept 1, 2017		
	pax	41	Breakfast		
	pax	41	Snacks AM		
	pax	41	Lunch		
	pax	41	Snacks PM		
	pax	41	Dinner		
	pax	22	Room Accomodation (3 Separate Beds)		
	pax	11	Room Accomodation (2 Separate Beds)		
			Day 3-Sept 2, 2017		
	pax	10	Breakfast		
			with the following requirements:		
			Brekafast: Three Main Courses (Plate-In)		
			Lunch & Dinner: Three Main Courses + Soup with Dessert/Fruits (Buffet Style)		
			Accomodation		
			other reuiqirements:		
			-free use of spacious function hall with 45 persons capacity		
			-air-conditioned room with triple occupancy (3 separate beds in a room) for the participants		
			-air-conditioned room with double occupancy (2 separate beds in a room)		
			-water dispenser at the function hall		

		-free flowing coffee -free use of extension wires, microphones, sound system, whiteboard, and markers/pens -free welcomes streamer/tarpaulin -location of hotel is conducive to learning -complimentary room for the secretariat -free use of electricity in the function hall for 50 laptops, printer & projector -free use of STRONG WIFI/Internet Connection at the function hall that can accommodate 50 units of laptop -free use of LCD Screen -parking area for vehicles of expected participants other requirements/agreements: -charges on the first day is guaranteed		
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		-starting on the second day charges should be based in actual (subject to changes in quantity) -room accomodation should be billied per pax as quoted -should photography guest ID upon checking and submit it to DILG Region 10 attached to the SOA -should attached detailed billing on number of pax billied and food served per day -should attached guests folio with guests' name and specify date of check-in and check-out (upon submission of billing SOA) X-X for the Workshop on Populating Public-Private Partnership for the People Initiative for Local Governments (LGU-P4) Portal Database for LGUs and Private/Business Sector on Aug 30-Sept 1, 2017		
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It is requested that you return this form in a sealed envelope by messenger or mail not later than _____ at the Department of the Interior and Local Government 10, Cagayan de Oro City. Only one form should be placed in an envelope marked "BID PROPOSALS" with the number of the RIV, the date of the opening and the item in general. The bond or brochure maybe attached with the canvass forms otherwise the bid maybe excluded for non-compliance with the requirement.

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.

Very truly yours,

Quoted by : _____

ROSITA E. LAGANG
AO V/GSSection

(Name and Signature of Authorized Representative)

Address : _____

NORMAN A. RAMOS
Canvasser

Date : _____