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

Date : July 17, 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
			August 11, 2017		
	80	pax	AM Snacks		
	80	pax	Lunch		
	80	pax	PM Snacks		
	80	pax	Dinner		
	80	pax	Room Accommodation		
			August 12, 2017		
	80	pax	Breakfast		
	80	pax	AM Snacks		
	80	pax	Lunch		
	80	pax	PM Snacks		
	80	pax	Dinner		
	80	pax	Room Accommodation		
			Agust 13, 2017		
	80	pax	Breakfast		
	80	pax	AM Snacks		
	80	pax	Lunch (pack lunch)		
			NOTE:		
			Meals: Buffet Style except on the Aug. 13 Lunch would be pack lunch		
			with the following requirements:		
			-with free breakfast		
			-room accomodation dormitory type with single beds		
			-air-conditioned room		
			-free use of spacious function hall with 100 person capacity		
			-free use of good quality sound system and microphones (preferably wireless)		
			documentary requirements:		
			1. Current Mayor's/Business Permit		
			2. PhilGEPS Registration Certificate		
			3. Income/Business Tax Return		
			4. Omnibus Sworn Statement (kindly attach with the filled-out canvass forms)		
			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-x-x-x-x-x-x-x-x		
			For DILG Regional Office 10 Team Building		

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 : _____