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

August 1, 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
			August 22, 2017		
	110	pax	-AM Snacks		
	110	pax	-Lunch		
	110	pax	-PM Snacks		
			with the following requirements:		
			-serves heavy snacks in the morning (AM)		
			-free flowing coffee		
			-free backdrop tarpaulin		
			-complimentary room for the secretariat		
			-free use of extension wires, microphone, sound system and whiteboard		
			-free use of electricity for laptops, printer and projector		
			-free use of strong internet connection		
			-parking space can accommodate 50 vehicles		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			-starting on the second day charges should be based on actual (subject to changes in quantity)		
			-room accomodation should be billed per pax as quoted		
			-should attach detailed billing of food served per day		
			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-		
			BUB/ADM Consultation for LCEs on August 22, 2017 in Cagayan de Oro City		

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)

Address : _____

Date : _____

ROSITA E. LAGANG
AO V/GSSection

NORMAN A. RAMOS
Canvasser