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

May 5, 2017

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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
			June 15, 2017		
	194	pax	Breakfast		
	194	pax	AM Snacks		
	194	pax	Lunch		
	194	pax	PM Snacks		
	194	pax	Dinner		
	180	pax	Accommodation		
			June 16, 2017		
	194	pax	Breakfast		
	194	pax	AM Snacks		
	194	pax	Lunch		
	194	pax	PM Snacks		
	194	pax	Dinner		
	180	pax	Accommodation		
			with the following requirements:		
			-free use of spacious function hall with 120-150 persons capacity		
			-air-conditioned room with triple occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system, microphones & extension wires		
			-free use of whiteboard & markers/pens		
			-WIFI access in the function hall can accommodate 15 units of laptop		
			-complimentary suite room accommodation for the secretariat		
			-free use of LCD screen		
			-location of hotel conducive to learning		
			-free use of electricity in the function hall		
			-free backdrop tarpaulin		
			-free spacious parking space for the expected participants		
			eligibility requirements to be attached in the filled out canvass forms:		
			-Mayor's/business permit		
			-PhilGEPS Registration Cert.		
			-Tax Clearance		
			-Income/business tax return		
			-Omnibus Sworn Statement		
			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		
			Consultative Conference for Municipal Engineers and Municipal OPDS Locally-Funded Projects		

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 : _____
Date : _____

Canvasser