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

May 3, 2017

CANVASS FORM

GENTLEMEN	:

Please quote your lowest price(s), taxes included on the following article(s)/services listed hereunder:
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Item No.	QTY.	UNIT	ARTICLE/SERVICES	Unit Price	Amount
			June 5, 2017		
	103	pax	Breakfast		
	103	pax	AM Snacks		
	103	pax	Lunch		
	103	pax	PM Snacks		
	103	pax	Dinner		
	103	pax	Accommodation		
			June 6, 2017		
	103	pax	Breakfast		
	103	pax	AM Snacks		
	103	pax	Lunch		
	103	pax	PM Snacks		
	103	pax	Dinner		
	103	pax	Accommodation		
			June 7, 2017		
	103	pax	Breakfast		
	103	pax	AM Snacks		
	103	pax	Lunch		
	103	pax	PM Snacks		
	103	pax	Dinner		
	103	pax	Accommodation		
			June 8, 2017		
	103	pax	Breakfast		
	103	pax	AM Snacks		
	103	pax	Lunch		
	103	pax	PM Snacks		
	103	pax	Dinner		
	103	pax	Accommodation		
			June 9, 2017		
	103	pax	Breakfast		
	103	pax	AM Snacks		
	103	pax	Lunch		
	103	pax	PM Snacks		
	103	pax	Dinner		
	103	pax	Accommodation		

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.

0	Very truly yours,	
Quoted by :		ROSITA E. LAGANG AO V/GSSection
(Name and Signature of Authorized Representative)		
Address :	_	
Date :	_	NORMAN A. RAMOS Canvasser

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

May 3, 2017

ROSITA E. LAGANG
AO V/GSSection

NORMAN A. RAMOS

Canvasser

CANVASS FORM

em lo.	QTY.	UNIT	ARTICLE/SERVICES	Unit Price	Amount
			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 and microphones		
			-free use of whiteboards and markers/pens		
			-WIFI access in the function that can accommodate		
			15 units of laptop		
			-complimentary suite room accommodation for		
			the secretariat		
			-free use of LCD screen & extension wires		
			-location of the hotel conducive to learning		
			-free use of electricity in the function hall		
			-free backdrop tarpaulin		
			-free use of spacious parking area for vehicles		
			of expected participants		
			eligibility requirements to be attached in the filled		
			up canvass form		
			-Mayor's/Business Permit		
			-PhilGEPS Registration No.		
			-Tax Clearance		
			-Omnibus Sworn Statement		
			-Income/Business Tax Return		
			(Attach together with the filled out Canvass		
			X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-		
			Seminar-Workshop on Detailed Engineering Design for Road and Drainage Projects		
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		•	nd Local Government 10, Cagayan de Oro City. Only one form should be		
			the number of the RIV, the date of the opening and the item in general		
e attac	ched with th	e canvass	forms otherwise the bid maybe excluded for non-compliance with the req	uirement.	
			losal bond in the form of cash or certified check, surety bond in the amount		
			ems for which you submit a quotation if it amount to P1,000,000.00. Disp	osition of cash proposal	
SHall	DE III ACCOL	uarice Will	accounting rules and regulations.		

page 2 of 2

Quoted by :

Address : _____

Date : _____

(Name and Signature of Authorized Representative)