

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

April 4, 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
			<b><u>Batch 1</u></b>		
			<b>May 23, 2017</b>		
	50	pax	Dinner		
	50	pax	Accommodation		
			<b>May 24-25, 2017 (2 days)</b>		
	61	pax	Breakfast		
	61	pax	AM Snacks		
	61	pax	Lunch		
	61	pax	PM Snacks		
	61	pax	Dinner		
	61	pax	Room Accommodation		
			<b>May 26, 2017</b>		
	61	pax	Breakfast		
	61	pax	AM Snacks		
	61	pax	Lunch		
	61	pax	PM Snacks		
	50	pax	Dinner		
	50	pax	Room Accommodation		
			<b>May 27, 2017</b>		
	30	pax	Breakfast		
			<b><u>Batch 2</u></b>		
			<b>May 30, 2017</b>		
	50	pax	Dinner		
	50	pax	Room Accommodation		
			<b>May 31, 2017</b>		
	99	pax	Breakfast		
	99	pax	AM Snacks		
	99	pax	Lunch		
	99	pax	PM Snacks		
	99	pax	Dinner		
	99	pax	Room Accommodation		
			<b>June 1, 2017</b>		
	99	pax	Breakfast		
	99	pax	AM Snacks		
	99	pax	Lunch		
	99	pax	PM Snacks		
	99	pax	Dinner		
	99	pax	Room Accommodation		
			<b>June 2, 2017</b>		
	99	pax	Breakfast		
	99	pax	AM Snacks		
	99	pax	Lunch		
	99	pax	PM Snacks		
	50	pax	Dinner		
	50	pax	Room Accommodation		
			<b>June 3, 2017</b>		
	30	pax	Breakfast		

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Item No.	QTY.	UNIT	ARTICLE/SERVICES	Unit Price	Amount
			<p><b>with the following requirements:</b></p> <ul style="list-style-type: none"> <li>-free use of spacious function hall with 120-150 persons capacity</li> <li>-air-conditioned room with triple occupancy</li> <li>-3 main courses plus soup (buffet style)</li> <li>-fruits/sweets after meals</li> <li>-free flowing coffee</li> <li>-free use of sound system and microphones</li> <li>-free use of whiteboards and markers/pens</li> <li>-WIFI access in the function that can accommodate 15 units of laptop</li> <li>-complimentary suite room accommodation for the secretariat</li> <li>-free use of LCD screen &amp; extension wires</li> <li>-location of the hotel conducive to learning</li> <li>-free use of electricity in the function hall</li> <li>-free use of spacious parking area for vehicles of expected participants</li> </ul> <p><b>eligibility requirements to be attached in the filled up canvass form</b></p> <ul style="list-style-type: none"> <li>-Mayor's/Business Permit</li> <li>-PhilGEPS Registration No.</li> <li>-Tax Clearance</li> </ul> <p>X-X Municipal Water Supply and Sanitation, Sewerage Sector Plan (MW4SP) Preparation Seminar Workshop for Selected Municipalities of R9 &amp;10</p>		

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 :

\_\_\_\_\_  
(Name and Signature of Authorized Representative)

**ROSITA E. LAGANG**  
AO V/GSSection

Address : \_\_\_\_\_

**NORMAN A. RAMOS**  
Canvasser

Date : \_\_\_\_\_