

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

April 19, 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
	7	pax	April 27, 2017 Breakfast		
	71	pax	Lunch		
	71	pax	PM Snacks		
	71	pax	Dinner		
	45	pax	Accommodation		
	71	pax	April 28, 2017 Breakfast		
	71	pax	AM Snacks		
	71	pax	Lunch		
	71	pax	PM Snacks		
	71	pax	Dinner		
	45	pax	Accommodation		
	45	pax	April 29, 2017 Breakfast		
			with the following requirements: -free use of function hall that can accommodate 80 persons capacity -3 in a room accommodation with 3 single beds -3 main courses + soup (buffet style) -free flowing coffee -free tarpaulin -free use of electricity for laptops, printer and projector -WIFI access in the function hall that can accommodate 15 units of laptop -complimentary room for the secretariat -free use of parking space for expected participants -free use of sound system, microphones and LCD screen -free use of whiteboard and markers other terms and conditions: -charges on the first day is guaranteed per PO -starting on the second day charges should be based on actual (subject to changes in quantity) -room accommodation should be billed per pax as quoted -should photocopy guest ID upon check-in and submit it to DIL R10 attached to the SOA -should attach detailed billing on number of pax billeted and food served per day -should attach guest folio with guest's name and signature and specify date of check-in and check-out (upon submission of SOA) 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 Regional Orientation/Briefing on the 2017 SGLG Implementation		

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 may be attached with the canvass forms otherwise the bid may be 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 : _____