

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

April 18, 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
			April 29, 2017		
	88	pax	AM Snacks		
	88	pax	Lunch		
	88	pax	PM Snacks		
	88	pax	Dinner		
	88	pax	Room Accommodation		
			April 30, 2017		
	88	pax	Breakfast		
	88	pax	AM Snacks		
	88	pax	Lunch		
	88	pax	PM Snacks		
	88	pax	Dinner		
	88	pax	Room Accommodation		
			May 1, 2017		
	88	pax	Breakfast		
			X-X		
			DILG 10 TEAM BUILDING		

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 :

(Name and Signature of Authorized Representative)

ROSITA E. LAGANG
AO V/GSSection

Address : _____

NORMAN A. RAMOS
Canvasser

Date : _____