

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

October 5, 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
			November 27, 2017		
	20	pax	Dinner		
	20	pax	Room Accommodation		
			November 28-30, 2017 (3 days)		
	39	pax	Breakfast		
	39	pax	AM Snacks		
	39	pax	Lunch		
	39	pax	PM Snacks		
	39	pax	Dinner		
	39	pax	Room Accommodation		
			December 1, 2017		
	39	pax	Breakfast		
	39	pax	AM Snacks		
	39	pax	Lunch		
	39	pax	PM Snacks		
	20	pax	Dinner		
	20	pax	Room Accommodation		
			with the following requirements:		
			-spacious function hall with 50 persons capacity		
			-air-conditioned room with triple occupancy (3 separate beds)		
			-complimentary suite room for the secretariat		
			-3 main courses plus soup, with dessert/ fruits (buffet style)		
			-water dispenser at the function hall		
			-free flowing coffee		
			-free use of sound system and microphones		
			-strong wifi access in the function hall for 50 units of laptop		
			-free use of LCD screen, whiteboard and markers/pens		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-location of the hotel conducive to learning		
			-free welcome streamer		
			-spacious parking area for vehicles of expected participants/guests		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			- charges should be based on actual starting on the second day (subject to changes in quantity)		
			-should attach guest folio with guests' name and signature and specify date of check-in and check-out		
			-should attach detailed billing on no. of pax of food served per day		
			-should attach menu served (upon submission of billing/SOA)		
			documentary requirements:		

Please take note of the requirements/other terms and conditions and documentary req. if contrary, please indicate. *Also, kindly indicate if rooms is quoted per pax or per room (3 in a room)

