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

October 13, 2017

CANVASS FORM

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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
			1st Batch		
			October 31, 2017		
	128	pax	Lunch		
	128	pax	PM Snacks		
			with the following requirements:		
			Three Main Courses + soup, with		
			dessert/fruits (buffet style)		
			-free use of spacious function hall with 100-150 persons capacity		
			-water dispenser at the function hall		
			-free flowing coffee		
			-free use of extension wires, microphones, sound system, whiteboard and markers/pens		
			-free welcome streamer/tarpaulin		
			-location of hotel is conducive to learning		
			-complimentary room for the secretariat		
			-free use of electricity in the function hall for 40 laptops, printer & projector		
			-free use of strong WIFI/Internet connection at the function hall that can accommodate 50-70 units of laptop		
			-free use of LCD screen		
			-parking area for vehicles of expected participants		
			other terms and conditions:		
			-charges on the first day is guaranteed		
			-starting on the second day charges should be based on actual (subject to changes in quantity)		
			-should attach detailed billing on number of pax		
			and food served per day		
			-should attach menu served during the activity		
			(upon submission of billing/SOA)		
			documentary requirements:		
			1. PhilGEPS Certificate Registration		
			2. Mayor's/Business Permit		
			3. Income/Business Tax Return		
			4. Omnibus Sworn Statement		
			x-x-x-