

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

October 13, 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 7, 2017 | | |
| | 90 | pax | AM Snacks | | |
| | 90 | pax | Lunch | | |
| | 90 | pax | PM Snacks | | |
| | 90 | pax | Dinner | | |
| | 81 | pax | Accommodation | | |
| | | | November 8, 2017 | | |
| | 81 | pax | Breakfast | | |
| | 90 | pax | AM Snacks | | |
| | 90 | pax | Lunch | | |
| | 90 | pax | PM Snacks | | |
| | | | with the following requirements: | | |
| | | | -Breakfast: 3 main courses (plate-in) | | |
| | | | -Lunch and Dinner: 3 main courses + soup with dessert/fruits (buffet style) | | |
| | | | -free use of spacious function hall with 90 persons capacity | | |
| | | | -air-conditioned room accommodation with triple occupancy (3 separate beds) | | |
| | | | -fruits/sweets after meals | | |
| | | | -free flowing coffee | | |
| | | | -free use of sound system and microphones | | |
| | | | -free use of whiteboard and markers/pens | | |
| | | | -free use of extension wires/cords | | |
| | | | -free welcome streamer | | |
| | | | -free use of LCD screen | | |
| | | | -free use of strong internet connection (dedicated use) in the function hall | | |
| | | | -complimentary room accommodation for the secretariat | | |
| | | | -free use of electricity in the function hall | | |
| | | | -spacious parking area (accommodate 30 vehicles) | | |
| | | | 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 guest folio with guests' name and signature and specify date of check-in and check-out | | |
| | | | -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 | | |

