

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

**August 24, 2017**

**CANVASS FORM**

**GENTLEMEN :**

**Please quote your lowest price(s), taxes included on the following article(s)/services listed hereunder:**

<b>Item No.</b>	<b>QTY.</b>	<b>UNIT</b>	<b>ARTICLE/SERVICES</b>	<b>Unit Price</b>	<b>Amount</b>
			<b>September 10, 2017</b>		
	50	pax	Dinner		
	50	pax	Room Accommodation		
			<b>September 11-15, 2017 (5 days)</b>		
	84	pax	Breakfast		
	84	pax	AM Snacks		
	84	pax	Lunch		
	84	pax	PM Snacks		
	84	pax	Dinner		
	84	pax	Room Accommodation		
			<b>with the following requirements:</b>		
			-free use of spacious function hall with 80-100 persons capacity		
			-air-conditioned room with triple occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboard and markers/pens		
			-wifi access in the function hall can accommodate 80 units of laptop		
			-complimentary suite room accommodation for the secretariat		
			-free use of LCD screen		
			-Location of the hotel conducive to learning		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-spacious parking area for vehicles of expected participants		
			<b>other terms and conditions:</b>		
			-charges on the first day is guaranteed		
			-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 attach detailed billing of food served per day		
			<b>documentary requirements:</b>		
			1. Current Business Permit		
			2. PhilGEPS Registration Certificate		
			3. Income Tax Return		
			4. Omnibus Sworn Statement		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x		
			<b>2nd Batch Seminar-Workshop on Detailed Engineering Design (DED) for Road and Drainage Projects on September 10-15, 2017</b>		

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.

**Quoted by :**

\_\_\_\_\_   
 (Name and Signature of Authorized Representative)

**ROSITA E. LAGANG**  
AO V/GSSection

Address : \_\_\_\_\_

**NORMAN A. RAMOS**  
Canvasser

Date : \_\_\_\_\_