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

September 25, 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
			October 10, 2017		
	115	pax	Lunch		
	115	pax	PM Snacks		
			with the following requirements:		
			-free use of spacious function hall with 120 persons capacity		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meal		
			-free flowing coffee		
			-free use of sound system and microphones		
			-free use of whiteboards and markers/pens		
			-free wifi access in the function hall can accommodate		
			-free use of LCD screen		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-free backdrop tarpaulin		
			-spacious parking area for vehicles of expected participants		
			other terms and conditions:		
			- charges should be based on actual (subject to changes in quantity)		
			-should attach detailed billing on no. of pax of food served per day (upon submission of billing/SOA)		
			documentary requirements:		
			-philgeps certificate		
			-business/mayor's permit		
			-income tax return		
			-omnibus sworn statement		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x--x-x-x-x		
			2017 Lupong Tagapamayapa Incentives Awards on October 10, 2017		

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)

Address : _____

ROSITA E. LAGANG
AO V/GSSection

NORMAN A. RAMOS