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

**September 25, 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
NO.			October 16, 2017		
	30	pax	Dinner		
	30	pax	Room Accomodation		
			October 17-20, 2017 (4 days)		
	57	pax	Breakfast		
	57	pax	AM Snacks		
	57	pax	Lunch		
	57	pax	PM Snacks		
	57	pax	Dinner		
	57	-	Room Accomodation		
		•	with the following requirements:		
			-free use of spacious function hall with 50-60 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 whiteboards and markers/pens		
			-free wifi access in the function hall can accommodate		
			40-50 units of laptop		
			-complimentary suite room for the secretariat		
			-free use of LCD screen		
			-location of hotel conducive to learning		
			-free use of electricity in the function hall		
			-free use of extension wires		
			-free backdrop tarpaulin (preferably 4 x 8 ft.)		
			-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 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		
			(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-		
			Seminar Workshop on the Sustainability and Maintenance and		
			Operations of Roads and Bridges and Water Supply System in		
			Conflict Affected Areas on October 16-20, 2017		

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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:	
	ROSITA E. LAGANG
	AO V/GSSection
(Name and Signature of Authorized Representative)	
Address:	
	NORMAN A. RAMOS