

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

September 18, 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
			September 29, 2017		
	90	pax	AM Snacks		
	90	pax	Lunch		
	90	pax	PM Snacks		
	90	pax	Dinner		
	90	pax	Room Accommodation		
			September 30, 2017		
	90	pax	Breakfast		
	90	pax	AM Snacks		
	90	pax	Lunch		
	90	pax	PM Snacks		
	90	pax	Dinner		
			with the following requirements: -free use of function room with 90-100 persons capacity -must have an area for outdoor activity good for 90 pax -three main courses + soup (bufet style) - room accommodation dormitory type with separate single beds -free use of extension wires -free use of electricity -free tarpaulin -free use of good quality sound system and microphones -preferably with swimming pool 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 DILG Region 10 Teambuilding on September 29-30, 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