

**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
			<b>September 26, 2017</b>		
	10	pax	Accommodation		
	10	pax	Dinner		
			<b>September 27, 2017</b>		
	10	pax	Breakfast		
	35	pax	AM Snacks		
	35	pax	Lunch		
	35	pax	PM Snacks		
	10	pax	Dinner		
			<b>with the following requirements:</b>		
			-free use of function room		
			-three main courses + soup (bufet style)		
			-3 in a room accommodation		
			-free flowing coffee		
			-free use of extension wires		
			free use of whiteboard and markers		
			-free use of electricity for laptops and projector		
			-free tarpaulin		
			<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)		
			-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 da		
			(upon submission of billing/SOA)		
			<b>documentary requirements:</b>		
			-philgeps certificate		
			-business/mayor's permit		
			-income tax return		
			-omnibus sworn statement		
			x-x		
			Conduct of Free Prior and Informed Consent (FPIC) Orientation on September 26-27, 2017 @ Malaybalay City		

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**  
Canvasser

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