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

September 18, 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
			September 24, 2017		
	10	pax	Accommodation		
	10	pax	Dinner		
			September 25, 2017		
	10	pax	Breakfast		
	32	pax	AM Snacks		
	32	pax	Lunch		
	32	pax	PM Snacks		
	32	pax	Dinner		
	31	pax	Accommodation		
			September 26, 2017		
	32	pax	AM Snacks		
	32	pax	Lunch		
	32	pax	PM Snacks		
			with the following requirements:		
			-free use of function room		
			-free complimentary room for the secretariat		
			-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		
			other terms and conditions:		
			-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 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		
			Conduct of Free Prior and Informed Consent (FPIC) Orientation on September 24-26, 2017 @ Impasug-ong		

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

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(Name and Signature of Authorized Representative)

Address : _____

NORMAN A. RAMOS
Canvasser

Date : _____