

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

August 29, 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 19, 2017</b>		
	197	pax	AM Snacks		
	197	pax	Lunch		
	197	pax	PM Snacks		
	151	pax	Dinner		
	151	pax	Room Accommodation		
			<b>September 20, 2017</b>		
	151	pax	Breakfast		
	197	pax	AM Snacks		
	197	pax	Lunch		
	197	pax	PM Snacks		
	151	pax	Dinner		
	151	pax	Room Accommodation		
			<b>with the following requirements:</b>		
			-free use of spacious function hall with 200 persons capacity		
			-air conditioned room with double occupancy		
			-3 main courses plus soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing brewed coffee		
			-free use of sound system, microphones, whiteboards and markers, LCD screen, extension wires		
			-free strong wifi access in the function hall		
			-complimentary suite room accommodation for the secretariat		
			-location of hotel conducive to learning		
			-free use of electricity in the function hall		
			-free backdrop tarpaulin		
			-spacious parking area for 30 vehicles		
			<b>other terms and conditions:</b>		
			-charges on the first day is guaranteed		
			-starting on the second day onwards charges should be on actual (subject to changes in quantity)		
			-room accommodation should be billed per pax as quoted		
			-should attach detailed billing of food served per day		
			<b>Documentary Requirements:</b>		
			-Mayor's/Business Permit		
			-PhilGEPS Reg. Certificate		
			-Income Tax Return		

