

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

August 24, 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 10, 2017</b>		
	50	pax	Dinner		
	50	pax	Room Accommodation		
			<b>September 11-15, 2017 (5 days)</b>		
	84	pax	Breakfast		
	84	pax	AM Snacks		
	84	pax	Lunch		
	84	pax	PM Snacks		
	84	pax	Dinner		
	84	pax	Room Accommodation		
			<b>with the following requirements:</b> -free use of spacious function hall with 80-100 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 whiteboard and markers/pens -wifi access in the function hall can accommodate 80 units of laptop -complimentary suite room accommodation for the secretariat -free use of LCD screen -Location of the hotel conducive to learning -free use of electricity in the function hall -free use of extension wires -spacious parking area for vehicles of expected participants		
			<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) -room accomodation should be billed per pax as quoted -should attach detailed billing of food served per day		
			<b>documentary requirements:</b> 1. Current Business Permit 2. PhilGEPS Registration Certificate 3. Income Tax Return 4. Omnibus Sworn Statement		
			X-X		
			<b>2nd Batch Seminar-Workshop on Detailed Engineering Design (DED) for Road and Drainage Projects on September 10-15, 2017</b>		

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 : \_\_\_\_\_

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

**ROSITA E. LAGANG**  
AO V/GSSection

**NORMAN A. RAMOS**  
Canvasser