

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

August 17, 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>August 24, 2017</b>		
	18	pax	Room Accommodation of participants		
	4	pax	Room Accommodation of Resource Speakers		
	22	pax	Dinner		
		pax	<b>August 25, 2017</b>		
	40		Breakfast		
	66	pax	AM Snacks		
	66	pax	Lunch		
	66	pax	PM Snacks		
	66	pax	Dinner		
	36	pax	Room Accommodation of participants		
	4	pax	Room Accommodation of Resource Speakers		
			<b>August 26, 2017</b>		
	40	pax	Breakfast		
			<b>with the following requirements:</b>		
			-free use of spacious function hall with 70 persons capacity		
			-air-conditioned room with double occupancy		
			-parking space good for 30 vehicles		
			-3 main courses + soup (buffet style)		
			-fruits/sweets after meals		
			-free flowing brewed coffee		
			-free use of sound system, microphones, LCD screen,white boards, markers , extension wires		
			-free use of strong internet connection in the function hall		
			-complimentary room for the secretariat		
			-free use of electricity in the function hall		
			<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>Regional Workshops on National/Strategic Priorities and Sustainable Development Goal Alignment on August 25-26, 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