

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

July 31, 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
	28	pax	September 3, 2017 Dinner		
	22	pax	Room Accommodation (3 separate beds)		
	6	pax	Room Accommodation (2 separate beds)		
			September 4-8, 2017 (5 days)		
	44	pax	Breakfast		
	44	pax	AM Snacks		
	44	pax	Lunch		
	44	pax	PM Snacks		
	44	pax	Dinner		
	22	pax	Room Accommodation (3 separate beds)		
	6	pax	Room Accommodation (2 separate beds)		
			September 9, 2017 Breakfast		
	28	pax			
			with the following requirements: -breakfast: 3 main courses (plate-in) -Lunch and Dinner: 3 main courses + soup with dessert/fruits (buffet style) -free use of spacious function hall with 45 persons capacity -air-conditioned room with triple occupancy (3 separate beds in a room) -air-conditioned room with double occupancy (2 separate beds in a room) -water dispenser at the function hall -free flowing coffee -free use of good quality sound system and microphones, extension wires, LCD screen, whiteboard and markers -free use of strong WIFI access and electricity in the function hall for 45 units of laptops, printer & projector -complimentary room accommodation for the secretariat -location of conducive to learning -free welcome streamer/tarpaulin -free parking space good for vehicles of expected participants		
			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) -room accomodation should be billed per pax as quoted -should attach detailed billing of food served per day		
			documentary requirements: 1. Current Mayor's/Business Permit 2. PhilGEPS Registration Certificate 3. Income/Business Tax Return 4. Omnibus Sworn Statement (kindly attach with the filled-out canvass forms) X-X For the Organization and Training of Coaches and Mentors on Business Permits and Licensing System Automation/ Computerization on September 3-9, 2017		

It is requested that you return this form in a sealed envelope by messenger or mail not later than _____ at the Department of the Interior and Local Government 10, Cagayan de Oro City. Only one form should be placed in an envelope marked "BID PROPOSALS" with the number of the RIV, the date of the opening and the item in general. The bond or brochure may be attached with the canvass forms otherwise the bid maybe excluded for non-compliance with the requirement.

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 : _____