

Republic of the Philippines
 KAGAWARAN NG PANLIPUNAN KAGALINGAN AT PAGPAPAUNLAD
 Department of Social Welfare and Development
 Field Office No. X
 Cagayan de Oro City

CANVASS FORM

PR No. _____
 Canvass No. _____
 Date: _____

To (Supplier): _____

Address: _____

Tax Identification Number (TIN): _____ VAT NON VAT EXEMPT

Tel. No. _____

May we request you to prices for the items listed below? Please return this form to the canvasser in sealed envelope or submit it to the Bids and Awards Committee of the DSWD-X, Upper Carmen, CDOC on or before 9 AM (time) Sept. 20, 2021 (date) immediately after the deadline of submission canvass will be opened.

Item No.	Description	Qty	Unit	Unit Price	Total Price
	Food and Venue (110 pax x Php650x1Day with 3 batches) No. of participants: 110 pax (1st Batch - 37 pax, 2nd Batch - 37 pax, 3rd Batch - 36 pax Date of Activity: October 6, 7,8, 2021 (1st Batch - 10/6/2021, 2ndBatch - 10/7/2021, 3rd Batch - 10/8/2021) Time of Activity: 8:00 AM to 5:00 PM Venue: Cagayan de Oro City Meals to be served: AM Snacks, Lunch, PM Snacks Type of Serving: Plated for Lunch *with 3 viands (veggies+pork or beef+chicken or fish+noodles) with rice, soup and dessert Plated AM and PM Snacks *Snacks + cold/hot drinks (AM Snacks) *Snacks + cold/hot drinks (PM Snacks) Schedule of Serving: AM Snacks (10:00 AM), Lunch 12:00 Nn) PM Snacks (3:00 Pm) Inclusions: 1. Inclusive of fully airconditioned function room with accessible CR 2. Free flowing coffee/tea 3. Free sound system with 3 microphones 4. Whiteboard and whiteboard marker and erasers 5. Free use of dedicated strong wifi internet connection/access 6. Free use of utensils (e.g. spoons, forks, cups, and saucers, glass) 7. Free electricity & extension wires for gadgets (Laptops, Cellphone & LCD) 8. Free extension cords and white sree for projector 9. Exclusive parking area 10. Facilities and amenities PWD and child friendly 11. The venue shall have its own environmental policy. The environmental policy shall cover the reduction of chemical substances usage, the reduction of waste and energy consumption and water saving. 12. Complied with the IATF Health Protocol xxx	1	job		
TOTAL AMOUNT					
Approved Budget: PHP					
Mode of Payment:					
DELIVERY PERIOD: Calendar days upon receipt/conforme of approved P.O.					

- Note:
1. Quotations must be valid for 15 days
 2. Prices quoted must include taxes and other incidental expenses
 3. Prices quoted must be fixed for 15 days calendar days
 4. Cost of delivery To include Not to include

5. Award shall be made

On per item Basis

On per package basis

Canvass Submitted by:

Approved by:

Signature Over Printed Name
Owner/Manager

MARI-FLOR A. DOLLAGA-LIBANG
Regional Director

date received: _____
date received: _____