

CANVASS FORM for TRAINING ACTIVITIES
NO.: 10-0105-12

Reference:
PR#0108-10-2012
Date: 10/10/2012

Dear Sir / Madam:

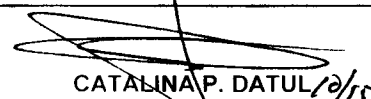
Kindly furnish us your lowest quotation (at government price) of your TRAINING FACILITY in connection with an activity our office intends to conduct. Please submit the duly filled-up canvass form in a SEALED ENVELOPE addressed to THE SECRETARIAT, BAC, DSWD Field Office 02, Carig, Tuguegarao City on or before October 15, 2012.

QUANTITY	UNIT	DESCRIPTION	UNIT COST Inclusive of Tax	TOTAL AMOUNT Inclusive of Tax
A USE OF CONFERENCE HALL/FACILITIES				
40	pax	Venue: Sta. Ana, Cagayan		
		Date: October 30-31, 2012		
		HALL FEATURES/ACCESSORIES REQUIRED Conference room with floor area of at least 120sq. meters, no post at the middle, backdrop and welcome streamer; air conditioned; with adequate lighting; with sound system; operational cassette or CD player, with at least three wireless/functioning microphones, overhead projector & screen, information table and flag.		
		B FOOD BASED ON THE HOTEL MENU		
		Oct 30 - snacks (AM & PM), Lunch, Dinner Oct. 31 - Breakfast, Snacks (AM & PM), Lunch		
C ACCOMMODATION FOR OCT. 30, 2012				
		maximum of 2-3 persons per room		
D OTHER REQUIREMENTS BY THE END USER.				
		Note: Free flowing coffee throughout the stay, rooms for the participants should be near/within the building of the seminar hall		
E TOTAL APPROVED BUDGET = P69,500.00				

PURPOSE: 1st FMS-RO Cash Grants Consultation Meeting

TERMS: _____
QUOTED BY: _____
Name in Print _____
Signature / Date _____
Telephone No. _____

Very truly yours,


CATALINA P. DATUL
Actg. Div. Chief - OD
BAC - Chairman

CANVASED BY: _____

CANVASSER

ACKNOWLEDGMENT RECEIPT

Date: _____

This is to acknowledge receipt of Request for Price Quotation with RFQ Number **10-0105-12** from the Department of Social Welfare and Development (DSWD) Field Office 02, Regional Center, Carig, Tuguegarao City, Cagayan.

Name of Company/Supplier/Bidder/Service Provider: _____