

**CANVASS FORM for TRAINING ACTIVITIES**

**NO.: 02-0167-13**

*Reference:*

**PR# 0211-02-2013**

**Date: 02/27/2013**

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 ENVELOP addressed to THE SECRETARIAT, BAC, DSWD Field Office 02, Carig, Tuguegarao City on or before **March 8, 2013**.

QUANTITY	UNIT	DESCRIPTION	UNIT COST Inclusive of Tax	TOTAL AMOUNT Inclusive of Tax
59	pax	<b>A. 'USE OF CONFERENCE HALL/FACILITIES</b>		
		Venue: <b>Basco, Batanes</b>		
		Date: <b>March 10-17, 2013</b>		
		<b>HALL FEATURES/ACCESSORIES REQUIRED</b>		
		One (1) function room no post at the middle and can accommodate the 5 pax per function room with walls for posting of workshop outputs in newsprint size 2x4m; backdrop and welcome tarpaulin/streamer; with adequate lighting; with sound system and at least 4 functional microphones, LCD & screen, whiteboard, eraser, lectern and flag. Two (2) function rooms that can accommodate the 28 pax per function room (one day only).		
		<b>B. FOOD</b>		
<i>March 10-16, 2013 - breakfast, AM snacks, Lunch, PM snacks, Dinner</i>				
<i>March 17, 2013 - Breakfast and AM snacks only</i>				
buffet style food serving: rice with at least 3 viands, soup, pork/beef, fish, vegetables, drinks and dessert. In anticipation of Muslim pax, please do not serve pork/beef dishes beside other dishes.				
AM and PM snacks with beverages/softdrinks				
<b>C. ACCOMMODATION</b>				
1 bed/pax with adequate lighting, with private CR in each bed room, including provision of toiletries, beddings and towels.				
Check-in Date & Time:            March 10, 2013, 6:00 AM				
Check-out Date & Time:            March 17, 2013, 5:00 AM				
<b>D. OTHER REQUIREMENTS BY THE END-USER</b>				
1. free flowing coffee/choco/tea/purified drinking water				
2. March 17, breakfast will be served and AM snack will be for take out				
<b>E. TOTAL APPROVED BUDGET = P 627, 170.00</b>				

**PURPOSE:** Capability upgrading of the DSWD Core Group of Specialist and Community Welfare and Development, and for Disaster Victims/Internally Displaced Persons and Groups nationwide on March 10-17, 2013 in Batanes

**TERMS:**

**QUOTED BY:**

Very truly yours,

Name in Print \_\_\_\_\_

Signature / Date \_\_\_\_\_

Telephone No. \_\_\_\_\_

**CELSO L. ARAO, JR.**  
 BAC Vice Chairperson  
 Administrative Officer IV  
 OIC-Division Chief, GASSD

**LUCIA S. ALAN**  
 BAC - Chairperson  
 Social Welfare Officer V  
 Division Chief, IDD

**CANVASSED BY:** \_\_\_\_\_  
 CANVASSER

**ACKNOWLEDGMENT RECEIPT**

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

This is to acknowledge receipt of Request for Price Quotation with RFQ Number **02-0167-13** 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: \_\_\_\_\_

\_\_\_\_\_  
 Signature over Printed Name of Representative

\_\_\_\_\_  
 Date Received