

**CANVASS FORM for TRAINING ACTIVITIES**  
**NO.: 11-284-12**

Dear Sir / Madam:

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

QUANTITY	UNIT	DESCRIPTION	UNIT COST Inclusive of Tax
30	pax	<b>USE OF CONFERENCE HALL/FACILITIES</b>	
		Venue: <b>STA. ANA, CAGAYAN</b>	
		Date: <b>December 9-12, 2012</b>	
		<b>HALL FEATURES/ACCESSORIES REQUIRED</b>	
		Conference room with a floor area of at least 120 sq. meter, no post at the middle, walls for posting of Workshop outputs in newsprint size 2 x 4 m: backdrop and welcome streamer; air conditioned; with adequate lighting; with sound system and operational cassette or CD player; <b>have at least two functioning wireless microphones</b> , LCD projector & screen, white board, eraser, lectern and flag.	
		<b>FOOD ( please attach your menu)</b>	
		<b>THREE VIANDS (breakfast, 2 snacks, lunch and dinner)</b>	
		Dec. 9 - lunch, PM snacks & dinner Dec. 10-11 - breakfast, 2 snacks, lunch, dinner Dec. 12 - breakfast, AM snacks	
		<b>ACCOMMODATION</b>	
		Check-in Date & Time : Dec. 9, 2012, 12NN Check-out Date & Time : Dec. 12, 2012  maximum of 3-4 persons per room, air-conditioned, with adequate lighting, with toilet and bath with hot and cold water, preferably with TV set including the provision of beddings, towels and toiletries like shampoo, soap, toothpaste and toothbrush.	
<b>OTHER REQUIREMENTS BY THE END USER</b>			
Note: free flowing coffee throughout the stay, rooms for the participants should be near/within the building of seminar hall. Wifi access.			
<b>TOTAL APPROVED BUDGET = P135,000.00</b>			

**PURPOSE:** Training Orientation of Social Welfare Assistants of Set 5-6 Areas

**TERMS:** \_\_\_\_\_

Very truly yours,

**QUOTED BY:**  
 Name in Print \_\_\_\_\_

**FELY T. LABUGUEN**  
 BAC Member

**CATALI**  
 Actg. D  
 BAC

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

**CANVASSED BY:**

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

\_\_\_\_\_ CA

## ACKNOWLEDGMENT RECEIPT

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

This is to acknowledge receipt of Request for Price Quotation with RFQ Number **11-0284-12** 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: \_\_\_\_\_

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

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

**Reference:**

**PR# 0334-11-2012**

**Date: 11/15/2012**

to conduct. Please submit  
City on or before **November**

**TOTAL AMOUNT Inclusive  
of Tax**

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**NA P. DATUL**  
iv. Chief - OD  
- Chairman

VASSER

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