

CANVASS FORM for TRAINING ACTIVITIES
23-03-0278

Reference:
PR# 2023-03-0562
Date: 3/27/23

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 3 days after the date of receipt.

QTY	UNIT	DESCRIPTION	UNIT COST Inclusive of Tax	TOTAL AMOUNT Inclusive of Tax
A. USE OF CONFERENCE HALL/FACILITIES				
		VENUE: Bayombong/Solano		
		Date: May 19, 2023 and December 21, 2023		
		Conference Room that can accommodate the desired number of participants, with walls for posting of workshop outputs in newsprints size 2x4m, backdrop and welcome streamer, airconditioned, with adequate lighting, with sound system and operational cassette or CD player, with at least two functioning microphones, overhead projector and screen, white board, eraser, lectern and flag		
B.FOOD Based on the End User's MENU(Please see attached menu)(Packed)				
62	pax	May 19,2023- AM Snacks, Lunch and PM Snacks		
62	pax	December 21, 2023-AM Snacks, Lunch and PM Snacks		
C. OTHER REQUIREMENTS BY THE END-USER				
		Free overflowing coffee/hot choco,		
TOTAL APPROVED BUDGET= P62,000.00				
PURPOSE:		conduct of POO4 First and Second Semestral cluster meeting		
TERMS:		Very truly yours,		
QUOTED BY:		CELSO L. ARAO, JR. BAC Chairperson Director III		
Name in Print				
Signature / Date		CANVASSED BY:		
Telephone No.		CANVASSER		
Tin no.		(Signature over Printed name)		
LBP Account:				
Bus. Address				

ACKNOWLEDGEMENT RECEIPT

Date: _____

This is to acknowledge receipt of Request for Price Quotation with RFQ Number 23-03-0278 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 _____

