

Republic of the Philippines
Department of Social Welfare and Development- Field Office 02
Regional Government Center, Carig, Tuguegarao City

CANVASS FORM for TRAINING ACTIVITIES
23-03-0281

Reference:
PR# 2023-03-0523
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: Solano,Nueva Vizcaya		
		Date: August 9-11, 2023		
		Date: August 22-24, 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 attach menu)(Packed)				
54	pax	August 9, 2023 - AM Snacks, Lunch, PM Snacks and Dinner		
54	pax	August 10, 2023 -Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
54	pax	August 11, 2023-Breakfast, AM Snacks, Lunch and PM Snacks		
54	pax	August 22, 2023 - AM Snacks, Lunch, PM Snacks and Dinner		
54	pax	August 23, 2023 -Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
54	pax	August 24, 2023-Breakfast, AM Snacks, Lunch and PM Snacks		
C.Accommodation				
53	pax	Check in Date: August 9, 2023		
		Check out Date:August 11, 2023		
53	pax	Check in Date: August 22, 2023		
		Check out Date:August 24, 2023		
		Maximum of 3-4 person per room,air conditioned,with adequate lightning,with toilet and bath with running water,preferably with T.V set; including provision of beddings and toiletries. No Double deck		
D. OTHER REQUIREMENTS BY THE END-USER				
		Free overflowing coffee,Actual Nmber of Participants will be charge for the succeeding days.First day will be charge based on the PO.		
TOTAL APPROVED BUDGET= P387,000.00				
PURPOSE:	conduct of training on Building and Managing Effective Client Relationship with IPD skills Enhancement Training (Batch 1 and 2)			
TERMS: _____		Very truly yours, <div>CELSO L. ARAO, JR. BAC Chairperson Director III</div>		
QUOTED BY: Name in Print _____		CANVASSED BY:		
Signature / Date _____		CANVASSER		
Telephone No. _____		(Signature over Printed name)		
Tin no. _____				
LBP Account: _____				
Bus. Address _____				

ACKNOWLEDGEMENT RECEIPT

Date: _____

This is to acknowledge receipt of Request for Price Quotation with RFQ Number 23-03-0281 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: _____