

CANVASS FORM for TRAINING ACTIVITIES
23-03-0283

Reference:
PR# 2023-03-0521
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: Santiago City,Isabela		
		Date: May 10-12,2023		
		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)				
40	pax	May 10, 2023- AM Snacks, Lunch, PM Snacks and Dinner		
40	pax	May 11, 2023 -Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
40	pax	May 12, 2023-Breakfast, AM Snacks, Lunch and PM Snacks		
C.Accommodation				
40	pax	Check in Date: May 10, 2023		
		Check out Date:May 12, 2023		
		Maximum of 2-3 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 coffeeActual Nmbre of Participants will be charge for the succeeding days.First day will be charge based on the PO.		
TOTAL APPROVED BUDGET= P170,000.00				
PURPOSE:	conduct of the training on Revitalizing the roles and functions of the Local Government Unit (LGU) Links in the Implementation of Pantawid Pamilya at Santiago City,Isabela			

TERMS: _____

Very truly yours,

CELSO L. ARAO, JR.
BAC Chairperson
Director III

QUOTED BY:
Name in Print _____
Signature / Date _____
Telephone No. _____
Tin no. _____
LBP Account: _____
Bus. Address _____

CANVASSED BY:

CANVASSER
(Signature over Printed name)

ACKNOWLEDGEMENT RECEIPT

Date: _____

This is to acknowledge receipt of Request for Price Quotation with RFQ Number 23-03-0283 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 _____