


CANVASS FORM for TRAINING ACTIVITIES  
23-03-0284

Reference:  
PR# 2023-03-0535  
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
<b>A. USE OF CONFERENCE HALL/FACILITIES</b>				
		<b>VENUE:</b> Tuguegarao City, Cagayan		
		<b>Date:</b> April 11-13, 2023 , May 3-5, 2023, May 10-12, 2023, May 15-17, 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>B. FOOD Based on the End User's MENU( Please see attach menu)(Packed)</b>				
55	pax	April 11, 2023- AM Snacks, Lunch, PM Snacks and Dinner		
55	pax	April 12, 2023- Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
55	pax	April 13, 2023 - Breakfast, AM Snacks, Lunch and PM Snacks		
55	pax	May 3, 2023- AM Snacks, Lunch, PM Snacks and Dinner		
55	pax	May 4, 2023- Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
55	pax	May 5, 2023 - Breakfast, AM Snacks, Lunch and PM Snacks		
55	pax	May 10, 2023- AM Snacks, Lunch, PM Snacks and Dinner		
55	pax	May 11, 2023- Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
55	pax	May 12, 2023 - Breakfast, AM Snacks, Lunch and PM Snacks		
53	pax	May 15, 2023- AM Snacks, Lunch, PM Snacks and Dinner		
53	pax	May 16, 2023- Breakfast, AM Snacks, Lunch, PM Snacks and Dinner		
53	pax	May 17, 2023 - Breakfast, AM Snacks, Lunch and PM Snacks		
<b>C. Accommodation</b>				
54	pax	Check in Date: April 11, 2023		
		Check out Date: April 13, 2023		
54	pax	Check in Date: May 03, 2023		
		Check out Date: May 05, 2023		
54	pax	Check in Date: May 10, 2023		
		Check out Date: May 12, 2023		
52	pax	Check in Date: May 15, 2023		
		Check out Date: May 17, 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				
<b>D. OTHER REQUIREMENTS BY THE END-USER</b>				
Free overflowing coffee Actual Number of Participants will be charge for the succeeding days. First day will be charge based on the PO.				
<b>TOTAL APPROVED BUDGET= P919,300.00</b>				
<b>PURPOSE:</b>	conduct of Skills Enhancement relative to Strengthening Social Case Management cum Technical Writing Sessions on Case Management and Documentation Preparation with Gender Responsive Case Management training			
<b>TERMS:</b> _____		Very truly yours,  GELSO L. ARAO, JR. BAC Chairperson Director II		
<b>QUOTED BY:</b> Name in Print _____ Signature / Date _____ Telephone No. _____ Tin no. _____ LBP Account: _____ Bus. Address _____		<b>CANVASSER BY:</b> _____ CANVASSER (Signature over Printed name)		

ACKNOWLEDGEMENT RECEIPT

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

This is to acknowledge receipt of Request for Price Quotation with RFQ Number 23-03-0284 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