



Republic of the Philippines
Department of Social Welfare and Development- Field Office No. 02
Regional Government Center, Carig, Tuguegarao City

CANVASS FORM for TRAINING ACTIVITIES
23-09-0947

Reference:
PR# 2023-09-1600
Date: 9/16/23

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: Santa Ana,Cagayan		
		Date: October 19-20, 2023		
		Conference Room that can accomodate the desired number of participants ;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 and with WIFI for the training management team.		
B.FOOD Based on the End User's MENU(Please see attached menu)(Buffet)				
50	pax	October 19, 2023-AM Snacks, Lunch, PM Snacks and Dinner		
50	pax	October 20,2023, 2023- Breakfast, AM Snacks and Lunch		
C. ACCOMODATION				
50	pax	Check-in Date:October 19, 2023		
		Check-out Date: October 20, 2023		
		Maximum of (3-4) persons per room, airconditioned, with adequate lighting, with toilet and bath (hot & cold)with running water, preferably with TV set including provision of beddings and towels, no double deck		
D. OTHER REQUIREMENTS BY THE END-USER				
		with free flowing coffee/PWD friendly,First day will be charged based on the P.O. actual number of participants will be charged for succeeding days		
TOTAL APPROVED BUDGET= P 125,000.00				

PURPOSE:

for the conduct of Capability building for CSMR Focal Person and ARTU Secretariat

TERMS:

QUOTED BY:

Name in Print

Signature / Date

Telephone No.

Tin no.

LBP Account:

Bus. Address

Very truly yours,

CELSO L. ARAO, JR.

BAC Chairperson

Director III

CANVASSED BY:

CANVASSER

(Signature over Printed name)

ACKNOWLEDGEMENT RECEIPT

Date:

This is to acknowledge receipt of Request for Price Quotation with RFQ Number 23-09-0947 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



Menu

Breakfast	AM Snacks	Lunch	PM Snacks	Dinner
Day 1: 19 October 2023				
N/A	Baked Lasagna Canned Fruit Juice	Rice Chicken Caldareta Crispy Fried Vegetables Egg and Corn Soup Fruit Salad	Clubhouse with Fries Canned Fruit Juice	Rice Sinigang na Baboy Fried Tilapia Banana
Day 2: 20 October 2023				
Steamed/Fried Rice Fried Daing Sunny Side Up Egg	Sotanghon Guisado Canned Fruit Juice	Rice Binagoongan Baboy Buttered Vegetables Sinigang na Hipon Coffe Jelly		

Prepared by:

day

LLANIESEL M. CUNTAPAY

Administrative Officer V

Approved by:

ARAB
CELSO L. ARAB, JR., CPA

Assistant Regional Director for Administration