

CANVASS FORM for TRAINING ACTIVITIES
21-09-0718

Reference:
 PR# 2021-09-1565
 Date: 09/16/21

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: Cauayan City, Isabela		
		Date: November 16-17, November 18-19, 2021		
		<i>Conference Room that can accommodate the desired number of participants based on the IATF Protocols, 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.</i>		
B. FOOD Based on the End User's MENU(Please see attached menu)(packed)				
34	pax	November 16, 2021 - Am Snacks, Lunch, PM Snacks & Dinner		
34	pax	November 17, 2021 - Breakfast, Am Snacks, Lunch and PM Snacks		
34	pax	November 18, 2021 - Am Snacks, Lunch, PM Snacks & Dinner		
34	pax	November 19, 2021 - Breakfast, Am Snacks, Lunch and PM Snacks		
C. Accommodation				
34	pax	Check in Date: November 16, 2021		
		Check out Date: November 17, 2021		
34	pax	Check in Date: November 18, 2021		
		Check out Date: November 19, 2021		
		<i>Maximum of 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</i>		
D. OTHER REQUIREMENTS BY THE END-USER				
		<i>free flowing coffee/ OP/PW Friendly, can accommodate pax with special dietary needs. It should be noted that in the conduct of face to face activities, the prescribed health standards shall be followed to reduce the likelihood of spreading COVID 19</i>		
TOTAL APPROVED BUDGET= P 147,560.00				

PURPOSE: For the conduct of caring for the carers: Occupational Safety and Health Mental Sessions (Isabela Staff).

TERMS: _____

Very truly yours,

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

CELSO L. ARAO, JR.
 BAC Chairperson
 CAO - OIC, Asst. Reg. Director for Admin

CANVASSED BY: _____
 CANVASSEER
 (Signature over Printed name)

ACKNOWLEDGEMENT RECEIPT

Date: _____

This is to acknowledge receipt of Request for Price Quotation with RFQ Number 21-09-0718 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 _____

Proposed Menu:

Particulars	Day 1	Day 2
Breakfast	-	Longganisa and Ham Scrambled egg Garlic Rice Bread Brewed Coffee/Hot Chocolate
AM Snacks	Baked Macaroni Fruit juice	Cheeseburger Fruit juice/soda
Lunch	Fried Chicken Igado Rice Mushroom soup Vegetables Dessert	Beefsteak with Broccoli Fish Fillet Rice Squid Ball chop suey with baby corn Nido oriental soup Dessert
PM Snacks	Ham sandwich Mais con Yelo	Halo Halo Chicken sandwich
Dinner	Steamed Fish Fried Pork Chop Baked potatoes Rice Vegetables Misua soup	

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