**CANVAS**

NO:\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_

NAME OF STORE:

ADDRESS:

SIR & MADAM,

Please qoute your unit prices for the article described below with the request that the desired condition and/or requirements herein be complied with:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEMS NO.** | **QTY.** | **UNIT** | **ARTICLES** | **BRAND MAKE** | **UNIT COST** | **TOTAL** |
| **1.** | **PC** | **1** | **Chainsaw** |  |  |  |
| **2.** | **PC** | **1** | **Grass cutter** |  |  |  |

CONDITION AND/OR PRE- REQUESITIONS FOR BIDDER TO COMPLY WITH:

1. To specify the brand or trademark and other pertinent data of your product or article.
2. To quote the price for the article actually verified and found in your store.
3. To deliver the article to the office of the Barangay Treasurer within \_\_\_\_ days from the date of receipts of the Purchase Order.
4. To return the canvass paper to the office of the Barangay Treasurer on or before the opening of the canvass at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. To participate as a bonafide dealer.
6. That this business is duly licensed and with business permit by the government agency concern.

The government reserve the rights to accept or reject any bids or depending upon compliance or non-compliance with the above mentioned requirements and other lawful reasons most advantageous to the government.

Very truly yours,

**JENNIFER D. CORREGIDOR**

Barangay treasurer

Approved by:

**HON. CRISPIN F. CHU**A

Punong Barangay

To: The Barangay Captain and Barangay Treasurer

I accecpt condition and/or requirements in this canvas. Failure on my part to comply with the requirements in this canvass is enough to disqualified me from participating in my future bidding or canvadss.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dealer’s Name and Signature**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PURCHASE REQUEST** | | | | | |
| **BARANGAY: GOV. E. JARO**  **CITY/MUNICIPALITY: BABATNGON** | | | | **P.R. NO.** | **FUND:** |
| **ITEM NO.** | **QTY.** | **UNIT OF MEASUREMENT** | **ITEM DESCRIPTION** | **ESTIMATED UNIT COST** | **ESTIMATED AMOUNT** |
| **1.** | **1** | **PC** | **CHAINSAW** |  |  |
| **2.** | **1** | **PC** | **GRASS CUTTER** |  |  |
|  |  |  |  |  |  |
| TOTAL ESTIMATED AMOUNT | | | | | |
| PURPOSE: BARANGAY EQUIPMENT | | | | | |
| Very truly yours,  **JENNIFER D. CORREGIDOR**  Barangay treasurer/Date  Approved by:  **HON. CRISPIN F. CHU**A  Punong Barangay/DAte | | | | | |