



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** The MANAGER  
Financial Services Department

**FROM :** The MANAGER  
Operations Department

**RE :** Request for Reimbursement

**DATE :** June 30, 2021

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Relative to the purchase of pouch kit for Cebu Field Office in connection with the Celebration of Violence Against Women, this is to request for reimbursement in the amount of **NINE THOUSAND PESOS ONLY (P9,000.00)**.

Attached are supporting documents for your reference.

- Purchase Request
- PPMP
- Quotations
- Official Receipt

  
Atty. MARIA TERESA C. ALVAREZ





Republic of the Philippines  
**Tourism Infrastructure and Enterprise Zone Authority**

## PURCHASE REQUEST

Department: Operations Department

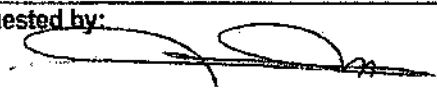
P.R. No.: \_\_\_\_\_


Division: Cebu Field Office

Date: November 26, 2020

Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
		<b>Pouch Kit</b> <i>Include the ff:</i> *Scented Alcohol *Mask *Pouch <i>x-x-x-x-x-x Nothing Follows x-x-x-x-x-x</i>  *Charge to GAD	60	150.00	9,000.00
				<b>TOTAL:</b>	<b>9,000.00</b>

**Purpose:** For the celebration of Violence Against Women and Children (VAWC)

Requested by:   
Signature: \_\_\_\_\_  
Printed Name: **MA. GINA I. MARTINEZ**  
Designation: **Tourism Coordinator**

Approved By:   
\_\_\_\_\_  
**Atty. MARIA TERESA C. ALVAREZ**  
Manager, Operations Department



End User/Unit: Cebu Field Office  
Charged to GAD  
Strategic Objective, Projects, Programs, Plans, Activities

**Prepared by:**

**MA. GINA I. MARTINEZ**  
Tourism Coordinator

Am 22.07.2014

**ATTY. MARIA TERESA C. ALVAREZ**  
**Manager, Operations Department**



November 26, 2020

Dear Sir / Madam:

Good day! This is to submit our quotation for your immediate reference as per your requirement. Kindly see below details:

Item Description	Unit Price
<ul style="list-style-type: none"><li>• <b>POUCH KIT</b></li><li>• <b>KIT INCLUDES : ALCOHOL (scented)100ml</b></li><li>• <b>MASK</b></li><li>• <b>POUCH</b></li></ul>	<b>215/ KIT</b>

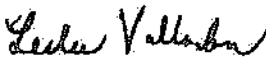
**Terms and Conditions:**

- 30 days Payment Terms
- VAT Inclusive
- Free Delivery

If you have any queries please feel free to contact us thru our Telephone Nos. (02) 89902306.

Thank you very much.

Respectfully yours,

  
Leslie R. Villalobos  
Account Executive



**FDG Marketing and Trading Company**

November 25, 2020

Dear Sir/Madam;

Please find below our price quotation for your evaluation and approval:


ITEM: ESSENTIAL KIT  
PRICE: P194/KIT

POUCH KIT CONTAINS: SCENTED ALCOHOL (50ml)	P98
MASK	P36
POUCH	P60

Terms of Payment: COD  
Seven (30) Days Delivery Period

We appreciate your taking interest on our products and if you need to discuss more feel free to contact us.

Prepared by:

  
Homer Orca  
Account Executive  
0949-4427097

Address: No. 06 M.L. St., Manggahan, Pasig City



**azitsorog, inc.**  
HIGH-END ID SOLUTIONS

November 26, 2020

Dear Sir/Madam:

Greetings!

We are pleased to offer our quotation with regards to the following items for your consideration and acceptance.

ITEM	PRICE
ALCOHOL (fresh bamboo) 100 ml	P80
MASK	P25
POUCH	P45

Sincerely,

Mary Ann Gorostiza  
(02) 656-5899/998-6026  
09272005678

103 Gloria st. Cor. Ortigas ext. Ave: Marick Subd. Cainta Rizal Philippines 1900,  
Tel. Nos. 632-6565899, 632-656-8605, Fax 632-6568605