

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

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



In paymer	nt of the fo	ollowing		
INVOICE	No.	AMOUNT		
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TOTAL AMOU	NT P			
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Cash	₽			
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VAT Reg. TIN: 215-398-290-000

103 Gloria St., Ortigas Ext., Sto. Domingo, Cainta, Rizal
Tel Nos. (02) 9351542, 4044187, 6565899, 6554974, 6568605 * Telefax No. 9387214
PRODUCTS OFFERED: CARD PRINTER, RFID CARD, ID HOLDER NECKLACE, CORPORATE GIVE AWAYS

COLLECTI	ON RE	CEIPT			\$	Date: DECEMBER 7.	1010
Received from and address at .			BLD6	EDSA	COLVER	with TIN: MRCAPAGAL, PAJAY	
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						P 9,000.00)
in partial/full pa 100 Bklts. (50x2) # 050						0	

100 Bk.lts. (50x2) # 05001 - 10000
BIR Authority to Print No. 3AU0001482098
Date of ATP: 09-29-17 Valid Until: 09-28-22
AFPG Printing Services & Supplies
113-1. National Rd., Putatan, Munt. City
Non Vat Reg. TIN: 126-712-714-000
Printer's Accreditation No.: 53BMP2014000000012
Date of Accreditation: 01-10-14

THIS COLLI

Authorized Signature THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES THIS COLLECTION RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP



Republic of the Philippines Tourism Infrastructure and Enterprise Zone Authority

		PURCHASE RE	QUES I				
Department		Operations Department	P.R. No.:			-	
Division: Cebu Field Office Date: Novemb				November	26, 2020		
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost		
		Pouch Kit Include the ff: *Scented Alcohol *Mask *Pouch x-x-x-x-x-X Nothing Follows x-x-x-x-x-x-x *Charge to GAD	60	TOTAL:	9,000.00		
Purpose	:	For the celebration of Violence Against Worr	en and Child	ren (VAWC)			
Signature:		Requested by:	Approved By:	torentravo	€ [®]		
Printed Nan	ne:	MA. GINA I. MARTINEZ	Atty. M	ARIA TERESA (C. ALVAREZ		
Designation	ı:	Tourism Coordinator	Manager, Operations Department				



Tourism infrastructure and Enterprise Zone Authority Republic of the Philippines

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

End User/Unit: Cebu Field Office.

Charged to GAD.

Strategic Objective, Projects, Programs, Plans, Activities

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Schedule/Milestone of Activities	Aug Sep						
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	Feb Mar						
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Mode of	Procurement						
Estimated	Budget	9,000.00					
Quantity Estimated	/ Size	60 Pcs					
Code General Description		POUCH KIT					
a pro-	,						

Prepared by:

MA. GINA I. MARTINEZ Tourism Coordinator

Approved by:

ATTY. MARIA TERESA C. ALVAREZ hredrave

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
•	POUCH KIT	215/ KIT
ø	KIT INCLUDES: ALCOHOL (scented)100ml	
Ð	MASK	
ø.	POUCH	

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,

Leslee 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 POUCH P36

ICH:

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





November 26, 2020

D	ear	S	ir/	Ma	da	m:

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,

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

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