



Republic of the Philippines  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**TECHNICAL SUPPORT OFFICE**



**CALL FOR PROPOSALS FOR EXHIBITORS FOR THE  
4<sup>th</sup> ANNUAL PROCUREMENT SUMMIT**

16-17 June 2020  
Metro Manila

On its 4<sup>th</sup> year, the Government Procurement Policy Board (GPPB) and its Technical Support Office (TSO) shall conduct the annual Procurement Summit to be held on **16-17 June 2020** in **Metro Manila**.

The **2020 Procurement Summit** shall provide an avenue for procurement practitioners both the government and private sectors to be kept abreast of the reforms, innovations and advances in the Philippine Procurement System, as well as allow for the sharing of experiences that will further capacitate them and enhance collaborative partnerships for a stronger and responsive procurement regime.

The event will be attended by key line agencies of the government and leading market players, and aims to present the latest innovations in government procurement, provide an opportunity for leading industry players to showcase their latest products and innovative services which can guide the government sector in their procurement undertakings, and foster meaningful and productive discussions between and among all procurement stakeholders.

In this regard, we are pleased to invite your company to participate in this meaningful activity as **Exhibitor** to showcase your latest products and services to the government. Exhibitors shall be given opportunity to discuss their products and services with participating government agencies, demonstrate the same, and distribute brochures and flyers during the event, and likewise inquire procurement projects slated of government agencies this year.

Registration is **free of charge**, but since slots are limited for each product category, interested companies shall be screened based on the following:

- a) Major projects with the government in the past five (5) years;
- b) Major projects with the private sector in the past five (5) years; and
- c) Latest and forthcoming products/services to be showcased during the Forum

Interested companies may signify their intent to participate as Exhibitors by sending us the following not later than **30 April 2020** via courier to our office at **Unit 2504, Raffles Corporate Center, F. Ortigas Jr. Road, Ortigas Center, Pasig City** or through e-mail at [damarcos@gppb.gov.ph](mailto:damarcos@gppb.gov.ph):

- a) Signed Letter of Intent (Please see Annex "A" for template);
- b) List of major projects with the government in the past five (5) years, which includes the following minimum information:
  - i. Name of Project
  - ii. Short overview of the contract

- iii. Contract Cost
- iv. Products/Services Offered;
- c) List of major projects with the private sector in the past five (5) years, which includes the following minimum information:
  - i. Name of Project
  - ii. Short overview of the contract
  - iii. Contract Cost
  - iv. Products/Services Offered;
- d) List of current and forthcoming products and services with product description/attached brochures, and reasons why use of such is advantageous to the government; and
- e) List of item/s for raffle.

Rest assured that information to be provided shall be kept confidential and will not be divulged to any person outside the GPPB-TSO or another entity.

Results of the screening will be communicated by our office **on or before 18 May 2020**.

Qualified Exhibitors are likewise required to provide the following:

- a) One (1) 2x2 meter White Exhibition Booth (Please see Annex "B"); and
- b) At least one (1) non-monetary item, in any value, which shall be used for the raffle.

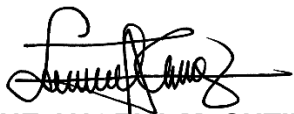
Please be informed that all expenses relative to setting-up of booth shall be shouldered by your company. The final venue and other important details of the event, including guidelines for the booth set-up will be relayed to successful applicants at the soonest possible time.

Exhibitors shall likewise be reserved with **five (5) slots** to monitor the booth and participate in the sessions of the Forum.

Should you have any question or clarification, kindly contact **Ms. Diane Angela M. Cutib** of our Capacity Development Division at telephone numbers **(02) 7900-6741 to 44 local nos. 121**, or e-mail address at [damarcos@gppb.gov.ph](mailto:damarcos@gppb.gov.ph).

We are grateful for your continued support to the procurement reform initiatives of the government and look forward to welcoming you on 16 June 2020 for the 4<sup>th</sup> Annual Procurement Summit.

Sincerely yours,



**DIANE ANGELA M. CUTIB**  
*Procurement Management Officer V*  
*Capacity Development Division - A*  
**GPPB-TSO**

**Annex "A"**

**ATTY. ROWENA CANDICE M. RUIZ**  
*Executive Director*  
**Government Procurement Policy Board –  
Technical Support Office**  
Unit 2504, Raffles Corporate Center,  
F. Ortigas Jr. Road, Ortigas Center,  
Pasig City 1605

**Re: Intention to Participate As Exhibitor to the 4<sup>th</sup> Annual Procurement  
Forum**

**Dear Executive Director Ruiz:**

This is to signify the intention of our company/business, **(Name of Company)**, to participate as Exhibitor to the 4<sup>th</sup> Annual Procurement Summit scheduled on 16-17 June 2020 in Metro Manila. As such, we are hereby submitting the attached required documents for the screening and selection process.

With our application, we likewise agree that we will shoulder all related costs for setting up the Exhibition Booth, and we will arrange and comply with the corresponding set-up requirements and procedures to be issued by your office or the venue.

All communications pertaining to our application shall be sent to our designated representative below:

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Office Telephone Number/s:** \_\_\_\_\_

**Mobile Number/s:** \_\_\_\_\_

**E-mail address/es:** \_\_\_\_\_

Thank you very much.

Very truly yours,

(Signature)  
**(Name of Authorized Representative)**  
(Designation)

## Annex “B”



**Sample 2x2 meter White Exhibition Booth**