Click or tap to enter a date.

**ATTY. ROWENA CANDICE M. RUIZ**

*Executive Director V*

**Government Procurement Policy Board – Technical Support Office**

Unit 2504 Raffles Corporate Center

F. Ortigas Jr. Road, Ortigas Center

Pasig City

**Dear Executive Director Ruiz:**

This is to respectfully request for resource speaker/s for the training on the Republic Act No. 9184 and its 2016 revised Implementing Rules and Regulations to be conducted by the Complete name of agency (do not abbreviate) which will be attended by Describe general profile of participants, e.g., *new BAC members of the agency, procurement end-users, Technical Working Group members, etc.*.

The training is conducted to **Indicate objective of the training**.

In relation to this, we are hereby providing the following details in connection to our request:

|  |  |
| --- | --- |
| **Preferred Date of Training:***\*Must commence after 45 working days from receipt date of request.* | PROPOSED: FROM -> Click or tap to enter a date. to TO -> Click or tap to enter a date. |
| ALTERNATIVE: FROM -> Click or tap to enter a date. to TO -> Click or tap to enter a date. |
| **Platform/ Venue:** | If there is no official venue yet, kindly indicate tentative venue instead. If online, kindly indicate what platform will you utilize. |
| **Name of Activity Coordinator:** | Indicate full name of activity coordinator. |
| **Email address of Activity Coordinator:** | Indicate official email address. |
| **Contact Number of Activity Coordinator:** | Indicate both mobile and telephone number, if any. |

Thank you very much.

Sincerely yours,

**REQUESTOR NAME**

*Position*