



Republic of the Philippines
Office of the President
DANGEROUS DRUGS BOARD

October 9, 2018

INVITATION FOR SUPPLIER'S FORUM

Sir/Madam:

This has reference with the production and printing of Dangerous Drugs Board (DDB) Promotion Collaterals for Fiscal Year 2019 which has to be undertaken this year in compliance with the Early Procurement activities of the government.

To ensure that the procurement of this requirement will be successful, DDB will hold a consultation with interested suppliers to discuss the Specifications/Terms of Reference (TOR), Delivery Schedule, and other requirements. Suppliers may also share their feedbacks/ comments regarding transactions/processes to further improve our services and do a brief presentation of their products.

In this regard, we are cordially inviting you and/or your representative/s to join us on this event to be held at the DDB Conference Room, 3rd Floor DDB-PDEA Building, NIA Road, Brgy. Pinyahan, Quezon City on Friday, October 12, 2018 at 10:00 A.M. Kindly confirm your attendance by returning the confirmation slip.

Thank you. We look forward to your participation.

Truly yours,

MS. EMMA R. PASTORFIDE
Officer-In-Charge, DDBS

CONFIRMATION SLIP

- Yes, I/we will attend
 No, I/we will not attend

NAME OF COMPANY

NAME OF REPRESENTATIVE & SIGNATURE