



September __, 2015

Dear _____:

The Procurement Service-PhilGEPS (PS-PhilGEPS) is pleased to announce that it will be conducting a workshop to engage merchants (manufacturers, suppliers, distributors, traders) that have been doing business with us as well as invite NEW merchants to participate in the various tenders and opportunities to serve the aggregated requirements of government for commonly required goods and services as well as its other requirements. The theme of the workshop is ***"Sharing the Vision and Valuing Partnerships"***.

The PS PhilGEPS last year bought Php 5.4 Billion worth of goods and services that the whole of government required, including some unique requirements of government agencies such as IT equipment, mobility, infrastructure requirements, etc. For 2016, it is envisioned that it will be procuring an estimate of Php 5 Billion worth of commonly required supplies and equipment, and an estimate of Php 6 Billion worth of non-common requirements. For more information on the items that we buy, we enjoin you to visit our website at www.procurementservice.gov.ph and click the tab "What We Buy" in the homepage.

This is an opportunity for the PS-PhilGEPS to recognize and thank its merchants for teaming up with us in our responsibility of purchasing the requirements of the government. At the workshop, we shall be discussing an overview of the organization, updating participants on changes and improvements in our policies and procedures, explain processes and engage you in dialogues that we hope will give support in further improving your bid and contract performance and at the same time enhance PS-PhilGEPS' operational efficiencies and service delivery.

The workshop is also your ground to meet key decision makers in the PS-PhilGEPS and ask them about issues that require clarification. Hence, it is definitely worth your time and investment.

The event will be held on **October 2, Friday, from 8:00 a.m. (registration time) to 4:00 p.m.** at the **H2O Hotel Manila** located at Roxas Blvd., Manila (located behind the Quirino Grandstand). A reservation form is attached and participation will only be approved and confirmed upon sending of the said form and after payment of the **workshop fee of Five Hundred Pesos Php 500.00** per participant. Kindly note that a maximum of only two participants per company/firm is permitted to attend to allow for *participation* of as many companies as possible in the workshop. Please find attached the instructions on how to register for the workshop.

We will look forward to your valued presence and inputs in the workshop!

Very truly yours,


ATTY. JOSE TOMAS C. SYQUIA
Executive Director IV