



Republic of the Philippines
Office of the President
PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: September 27, 2024
P.R. No. S.E.-2024-09-12-001

Name of Company: _____

Address: _____

Name of Store/ Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

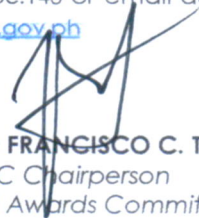
The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **Supply and Delivery of Medicine and Medical Supplies for Batang Pinoy 2024 in Puerto Princesa City, Palawan** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than September 30, 2024 at 5:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2024 Mayor's/Business Permit
- D. FDA Valid License to Operate

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address pscprocurement@yahoo.com, procurement@psc.gov.ph and copy bac@psc.gov.ph


DIR. PAULO FRANCISCO C. TATAD
BAC Chairperson
Bids and Awards Committee

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME:			
Supply and Delivery of Medicine and Medical Supplies for Batang Pinoy 2024 in Puerto Princesa City, Palawan			
Item 1			
Paracetamol, 500mg – 2000 tablet			
Item 2			
Diclofenac Potassium, 50mg – 2000 tablet			
Item 3			
Ibuprofen, 400mg – 2000 tablet			
Item 4			
Mefenamic Acid 500mg – 2000 tablet			
Item 5			
Naproxen, 550mg (equiv. to 500mg naproxen) – 300 tablet			
Item 6			
Piroxicam, 20mg (Branded) – 500 capsule			
Item 7			
Celecoxib, 200mg – 1000 capsule			
Item 8			
Etoricoxib, 120mg (Branded) – 50 tablet			
Item 9			
Ophenadrine+Paracetamol, 50mg+500mg (Branded) – 200 tablet			
Item 10			
Tizanidine, 2mg (Branded) – 100 tablet			
Item 11			
Loratadine, 10mg – 2000 tablet			
Item 12			
Cetirizine, 10mg – 2000 tablet			
Item 13			
Losartan, 50mg – 1000 tablet			
Item 14			
Amlodipine, 5mg – 2000 tablet			
Item 15			
Clonidine, 75mcg – 500 tablet			
Item 16			
Nifedipine, 30mg Modified Release Tablet – 100 tablet			
more on the next page			

Item 17			
Metformin, 500mg Film Coated Tablet – 500 tablet			
Item 18			
Tranexamic Acid, 500mg – 100 tablet			
Item 19			
Betahistine, 24mg – 200 tablet			
Item 20			
Cinnarizine, 25mg – 200 tablet			
Item 21			
Meclizine, 25mg – 200 tablet			
Item 22			
Metoclopramide, 10mg – 100 tablet			
Item 23			
Hyoscine, 10mg – 1000 tablet			
Item 24			
Bacillus Clausii 2 billion/5ml Oral Suspension – 100 polyamp			
Item 25			
Saccharomyces Cerevisiae var. Boulardii Probiotic Plus10s/box – 5 box			
Item 26			
Loperamide, 2mg – 1000 capsule			
Item 27			
Bisacodyl, 5mg – 500 tablet			
Item 28			
Domperidone, 10mg – 500 tablet			
Item 29			
Na Alginate, Sodium Bicarbonate, CACO ₃ , 250mg/106.5mg/ 187.5mg, (Branded) – 500 tablet			
Item 30			
Aluminum Hydroxide Magnesium Hydroxide Simeticone, 178mg/233mg/30mg – 500 tablet			
Item 31			
Omeprazole, 40mg – 1000 capsule			
Item 32			
Pantoprazole, 40mg – 200 tablet			
Item 33			
Oral Rehydration Salt (75 Replacement) 20.5grams Oral Powder sachet – 1000 sachet			
Item 34			
Phenylephrine Hcl+Chlorphenamine Maleate+Paracetamol/ 10mg/2mg/500mg – 500 tablet			
Item 35			
Sambucus Nigra L, Primula veris L, Primula Elatior L, Rumex Crispus L, Verbena Officinalis L, Gentiana Lutea L – 200 tablet			
Item 36			
Phenylephrine Hcl+Paracetamol 500mg – 500 tablet			
Item 37			
Sodium Chloride, 0.9%, 500ml solution for Injection bottle – 20 bottle			
Item 38			
Butamirate, 50mg, Modified Release Tablet – 500 tablet			
more on the next page			

Item 39			
Acetylcysteine, 600mg, Effervescent Tablet – 300 tablet			
Item 40			
Ambroxol Hcl 30mg (Branded) – 300 tablet			
Item 41			
Ambroxol Hcl 75mg (Branded) – 300 tablet			
Item 42			
Salbutamol 100mcg/dose 200 Actuations Metered Dose Inhaler – 10 can			
Item 43			
Benzydamine Hcl Oral Rinse, 100ml – 20 bottle			
Item 44			
Hexetidine Gargle, 60ml (Branded) – 20 bottle			
Item 45			
Benzydamine Hcl Lozenge, 3mg/lozenge – 100 tablet			
Item 46			
Boric Acid Eye Drops, 7.5ml – 5 bottle			
Item 47			
Hypromellose 5mg/ml, 10ml, Eye Drops Bottle – 5 bottle			
Item 48			
Tetrahydrozoline Eye Drops, 0.05%, 7.5ml – 5 bottle			
Item 49			
Prednisolone, 1% 5ml Eye Drops Bottle – 5 bottle			
Item 50			
Ofloxacin, 0.3% 5ml, Eye Drops Bottle – 5 bottle			
Item 51			
Tobramycin, 0.3% 5ml Eye Drops Bottle – 5 bottle			
Item 52			
Tobramycin, 0.3% 3.5g Eye Ointment Tube – 5 tube			
Item 53			
Dexamethasone + Tobramycin, 0.1% + 0.3%, 5ml Eye Drops – 5 bottle			
Item 54			
Fluocinolone Acetonide/Neomycin/Polymyxin Otic Drops, 5ml – 5 piece			
Item 55			
Amoxicillin, 500mg – 1000 capsule			
Item 56			
Cloxacillin, 500mg – 1000 capsule			
Item 57			
Clarithromycin, 500mg – 500 tablet			
Item 58			
Erythromycin, 500mg – 1000 tablet			
Item 59			
Ciprofloxacin, 500mg – 1000 tablet			
Item 60			
Ofloxacin , 200mg – 1000 tablet			
Item 61			
Cefuroxime, 500mg – 500 tablet			
Item 62			
Co-Amoxiclav(Amoxicillin+Clavulanic Acid) 500mg+125mg – 500 tablet			
Item 63			
Cotrimoxazole (Sulfamethoxazole+Trimethoprim)			
more on next page			

800mg+ 160mg – 1000 tablet			
Item 64			
Doxycycline, 100mg - 2000 capsule			
Item 65			
Aciclovir, 800mg – 200 tablet			
Item 66			
Azithromycin, 500mg – 500 tablet			
Item 67			
Embrocation Oil, 10ml (Branded) – 10 bottle			
Item 68			
Calamine+Diphenhydramine Hydrochloride, 30ml – 10 piece			
Item 69			
Indomethacin Cream, 15grams – 10 tube			
Item 70			
Momethasone Furoate Cream, 1mg/g x 1 tube, 10g – 5 tube			
Item 71			
Clotrimazole Beclomethasone Dipropionate, 10mg/g – 5 tube			
Item 72			
Fluocinolone Acetonide, 100mcg/g (0.025%) – 5 tube			
Item 73			
Mupirocin, 2%, 5g Ointment Tube – 10 tube			
Item 74			
Silver Sulfadiazine, 1% 25g Cream Tube – 10 tube			
Item 75			
Miconazole Oral Gel, 2% (3.5g) – 5 tube			
Item 76			
Diphenhydramine, 50mg/ml, 1ml solution for Injection Ampule – 10 ampule			
Item 77			
Metoclopramide, 5mg/ml, 2ml, solution for Injection Ampule – 10 ampule			
Item 78			
Hyoscine, 20mg/ml, 1ml, solution for Injection ampule - 10 ampule			
Item 79			
Epinephrine (Adrenaline) 1mg/ml, 1ml solution for Injection – 10 ampule			
Item 80			
Sodium Ascorbate+Zinc, 500mg/10mg – 500 capsule			
Item 81			
Isopropyl Alcohol, 500ml – 10 bottle			
Item 82			
Povidone Iodine, 10%, 60ml Solution bottle – 20 bottle			
Item 83			
Povidone-Iodine, Antiseptic Powder Spray, 2.5% 55g – 10 can			
Item 84			
Colorless-Based Skin Antiseptic Spray Propan-2-ol, Benzalkonium Chloride, 250ml/bottle – 5 bottle			
Item 85			
Clean Gloves, Medium, 100's/box – 5 box			
more on next page			

Item 86			
Clean Gloves, Large, 100's/box – 5 box			
Item 87			
Hot Water Bag, 12.8 inch x 7.6 inch, 65 fl. Oz – 10 piece			
Item 88			
Rolled Plastic, 8 inches x 11 inches bag (Branded) – 40 roll			
Item 89			
Tissue Paper Towel, 4 rolls 2 ply x 50pulls,Size: 23cm x 19cm/8.4 inches x 8.9 inches – 20 roll			
Item 90			
Medicated Spray (Branded) – 15 bottle			
Item 91			
Glucometer Test Kit with Strip – 2 piece			
Item 92			
Disposable Face Mask – 10 box			
Item 93			
Surgical Blended Tape, 1 inch (Branded) – 30 piece			
Item 94			
Gauze Pad, 4 x 4 100's – 20 box			
Item 95			
Sterile Strips, Surgical Grade, 1/2 in x 4 in – 20 piece			
Item 96			
Non-Steroidal Anti-Inflammatory Gel (Branded), 30kg – 10 tube			
Item 97			
Cotton Ball, 150's – 10 pack			
Item 98			
Cold Spray (Branded) – 30 bottle			
Item 99			
Ice Box, 30L (Branded) – 20 piece			
nothing follows			
Delivery Requirement:			
Can deliver within Ten (10) Calendar Days			

FINANCIAL OFFER:

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply and Delivery of Medicine and Medical Supplies for Batang Pinoy 2024 in Puerto Princesa City, Palawan			
Approved Budget for Contract	Quantity in tab,cap, Pc,bottle (A)	Offered Price per tab,cap,pc bottle (B)	Your Total Offered Quotation (A x B)
Item 1 One Thousand Five Hundred Eighty Pesos (PhP 1,580.00)	2000 tablet		In Figures: _____

Item 2 Two Thousand Five Hundred Forty Pesos (PhP 2,540.00)	2000 tablet		In Figures: _____
Item 3 Two Thousand Two Hundred Pesos (PhP 2,200.00)	2000 tablet		In Figures: _____
Item 4 Three Thousand Forty Pesos (PhP 3,040.00)	2000 tablet		In Figures: _____
Item 5 Two Thousand One Hundred Seventy Five Pesos (PhP 2,175.00)	300 tablet		In Figures: _____
Item 6 Four Thousand Pesos (PhP 4,000.00)	500 capsule		In Figures: _____
Item 7 Two Thousand Five Hundred Pesos (PhP 2,500.00)	1000 capsule		In Figures: _____
Item 8 Four Thousand Seven Hundred Fifty Pesos (PhP 4,750.00)	50 tablet		In Figures: _____
Item 9 Eight Thousand Pesos (PhP 8,000.00)	200 tablet		In Figures: _____
Item 10 Four Thousand Nine Hundred Pesos (PhP 4,900.00)	100 tablet		In Figures: _____
Item 11 Three Thousand Four Hundred Twenty Pesos (PhP 3,420.00)	2000 tablet		In Figures: _____

Item 12 Nine Hundred Twenty Pesos (PhP 920.00)	2000 tablet		In Figures: _____
Item 13 Eight Hundred Pesos (PhP 800.00)	1000 tablet		In Figures: _____
Item 14 Seven Hundred Eighty Pesos (PhP 780.00)	2000 tablet		In Figures: _____
Item 15 One Thousand Nine Hundred Seventy Five Pesos (PhP 1,975.00)	500 tablet		In Figures: _____
Item 16 Four Thousand One Hundred Twenty Five Pesos (PhP 4,125.00)	100 tablet		In Figures: _____
Item 17 Three Hundred Ten Pesos (PhP 310.00)	500 tablet		In Figures: _____
Item 18 Four Hundred Eighty Eight Pesos (PhP 488.00)	100 tablet		In Figures: _____
Item 19 Three Thousand Two Hundred Eighty Pesos (PhP 3,280.00)	200 tablet		In Figures: _____
Item 20 Three Hundred Pesos (PhP 300.00)	200 tablet		In Figures: _____
Item 21 One Thousand Pesos (PhP 1,000.00)	200 tablet		In Figures: _____

Item 22 Two Hundred Thirteen Pesos (PhP 213.00)	100 tablet		In Figures: _____
Item 23 Three Thousand Two Hundred Thirty Pesos (PhP 3,230.00)	1000 tablet		In Figures: _____
Item 24 Four Thousand Six Hundred Pesos (PhP 4,600.00)	100 polyamp		In Figures: _____
Item 25 One Thousand Seven Hundred Twenty Five Pesos (PhP 1,725.00)	5 box		In Figures: _____
Item 26 One Thousand Eight Hundred Pesos (PhP 1,800.00)	1000 capsule		In Figures: _____
Item 27 Eight Hundred Sixty Pesos (PhP 860.00)	500 tablet		In Figures: _____
Item 28 One Thousand Ninety Pesos (PhP 1,090.00)	500 tablet		In Figures: _____
Item 29 Eight Thousand Five Hundred Pesos (PhP 8,500.00)	500 tablet		In Figures: _____
Item 30 Four Thousand Five Hundred Pesos (PhP 4,500.00)	500 tablet		In Figures: _____
Item 31 Three Thousand Six Hundred Ten Pesos (PhP 3,610.00)	1000 capsule		In Figures: _____

Item 32 One Thousand Six Hundred Pesos (PhP 1,600.00)	200 tablet		In Figures: _____
Item 33 Three Thousand Seven Hundred Twenty Pesos (PhP 3,720.00)	1000 sachet		In Figures: _____
Item 34 Three Thousand Pesos (PhP 3,000.00)	500 tablet		In Figures: _____
Item 35 Two Thousand Six Hundred Pesos (PhP 2,600.00)	200 tablet		In Figures: _____
Item 36 Three Thousand Five Hundred Pesos (PhP 3,500.00)	500 tablet		In Figures: _____
Item 37 Five Hundred Pesos (PhP 500.00)	20 bottle		In Figures: _____
Item 38 Four Thousand Eight Hundred Pesos (PhP 4,800.00)	500 tablet		In Figures: _____
Item 39 Four Thousand One Hundred Four Pesos (PhP 4,104.00)	300 tablet		In Figures: _____
Item 40 One Thousand Eight Hundred Pesos (PhP 1,800.00)	300 tablet		In Figures: _____
Item 41 Two Thousand Four Hundred Pesos (PhP 2,400.00)	300 tablet		In Figures: _____

Item 42 Seven Hundred Eighty Two Pesos and Ten Centavos (PhP 782.10)	10 can		In Figures: _____
Item 43 Five Thousand Two Hundred Pesos (PhP 5,200.00)	20 bottle		In Figures: _____
Item 44 Two Thousand Four Hundred Pesos (PhP 2,400.00)	20 bottle		In Figures: _____
Item 45 Three Thousand Five Hundred Pesos (PhP 3,500.00)	100 tablet		In Figures: _____
Item 46 Seven Hundred Fifty Pesos (PhP 750.00)	5 bottle		In Figures: _____
Item 47 One Thousand Two Hundred Thirty Two Pesos and Fifty Centavos (PhP 1,232.50)	5 bottle		In Figures: _____
Item 48 Seven Hundred Fifty Pesos (PhP 750.00)	5 bottle		In Figures: _____
Item 49 One Thousand One Hundred Pesos (PhP 1,100.00)	5 bottle		In Figures: _____
Item 50 Two Thousand Fifty Two Pesos and Fifty Centavos (PhP 1,052.50)	5 bottle		In Figures: _____
Item 51 Six Hundred Seventy Five Pesos (PhP 675.00)	5 bottle		In Figures: _____

Item 52 Nine Hundred Fifty Five Pesos (PhP 955.00)	5 tube		In Figures: _____
Item 53 One Thousand Thirty Seven Pesos and Fifty Centavos (PhP 1,037.50)	5 bottle		In Figures: _____
Item 54 Three Thousand Pesos (PhP 3,000.00)	5 piece		In Figures: _____
Item 55 Two Thousand One Hundred Ninety Pesos (PhP 2,190.00)	1000 capsule		In Figures: _____
Item 56 Three Thousand Nine Hundred Pesos (PhP 3,900.00)	1000 capsule		In Figures: _____
Item 57 Seven Thousand Four Hundred Seventy Five Pesos (PhP 7,475.00)	500 Tablet		In Figures: _____
Item 58 Four Thousand One Hundred Sixty Pesos (PhP 4,160.00)	1000 tablet		In Figures: _____
Item 59 Two Thousand Two Hundred Thirty Pesos (PhP 2,230.00)	1000 tablet		In Figures: _____
Item 60 Four Thousand Pesos (PhP 4,000.00)	1000 tablet		In Figures: _____
Item 61 Five Thousand One Hundred Thirty Five Pesos (PhP 5,135.00)	500 tablet		In Figures: _____

Item 62 Four Thousand One Hundred Twenty Pesos (PhP 4,120.00)	500 tablet		In Figures: _____
Item 63 Two Thousand Two Hundred Pesos (PhP 2,200.00)	1000 tablet		In Figures: _____
Item 64 Five Thousand Eight Hundred Eighty Pesos (PhP 5,880.00)	2000 capsule		In Figures: _____
Item 65 Five Thousand Five Hundred Pesos (PhP 5,500.00)	200 tablet		In Figures: _____
Item 66 Four Thousand Seven Hundred Ten pesos (PhP 4,710.00)	500 tablet		In Figures: _____
Item 67 One Thousand Seven Hundred Fifty pesos (PhP 1,750.00)	10 bottle		In Figures: _____
Item 68 One Thousand Five Hundred pesos (PhP 1,500.00)	10 piece		In Figures: _____
Item 69 Four Thousand Five Hundred pesos (PhP 4,500.00)	10 tube		In Figures: _____
Item 70 One Thousand Seven Hundred Fifty pesos (PhP 1,750.00)	5 tube		In Figures: _____
Item 71 One Thousand Two Hundred Fifty pesos (PhP 1,250.00)	5 tube		In Figures: _____

Item 72 Three Thousand pesos (PhP 3,000.00)	5 tube		In Figures: _____
Item 73 Six Hundred Seventy Nine pesos and Ninety Centavos (PhP 679.90)	10 tube		In Figures: _____
Item 74 Seven Hundred Fourteen pesos and Thirty Centavos (PhP 714.30.)	10 tube		In Figures: _____
Item 75 One Thousand Five Hundred Seventy Five pesos (PhP 1,575.00)	5 tube		In Figures: _____
Item 76 One Hundred Eighty Sevent pesos and Thirty Centavos (PhP 187.30)	10 ampule		In Figures: _____
Item 77 Fifty Two pesos and Sixty Centavos (PhP 52.60)	10 ampule		In Figures: _____
Item 78 One Hundred Sixty Nine pesos and Eighty Centavos (PhP 169.80)	10 ampule		In Figures: _____
Item 79 One Hundred Sixty Two pesos and Fifty Centavos (PhP 162.50)	10 ampule		In Figures: _____
Item 80 Four Thousand Five Hundred pesos (PhP 4,500.00)	500 capsule		In Figures: _____

Item 81 One Thousand pesos (PhP 1,000.00)	10 bottle		In Figures: _____
Item 82 One Thousand One Hundred Eighty Eight pesos (PhP 1,188.00)	20 bottle		In Figures: _____
Item 83 Two Thousand Nine Hundred pesos (PhP 2,900.00)	10 can		In Figures: _____
Item 84 Two Thousand pesos (PhP 2,000.00)	5 bottle		In Figures: _____
Item 85 One Thousand Two Hundred Fifty pesos (PhP 1,250.00)	5 box		In Figures: _____
Item 86 One Thousand Two Hundred Fifty pesos (PhP 1,250.00)	5 box		In Figures: _____
Item 87 One Thousand Five Hundred pesos (PhP 1,500.00)	10 piece		In Figures: _____
Item 88 Six Thousand pesos (PhP 6,000.00)	40 roll		In Figures: _____
Item 89 One Thousand Four Hundred pesos (PhP 1,400.00)	20 roll		In Figures: _____
Item 90 Six Thousand Three Hundred pesos (PhP 6,300.00)	15 bottle		In Figures: _____

Item 91 Three Thousand pesos (PhP 3,000.00)	2 piece		In Figures: _____
Item 92 Six Hundred pesos (PhP 600.00)	10 box		In Figures: _____
Item 93 Three Thousand Seven Hundred Fifty pesos (PhP 3,750.00)	30 piece		In Figures: _____
Item 94 Eight Thousand pesos (PhP 8,000.00)	20 box		In Figures: _____
Item 95 Two Thousand pesos (PhP 2,000.00)	20 piece		In Figures: _____
Item 96 Five Thousand Five Hundred pesos (PhP 5,500.00)	10 tube		In Figures: _____
Item 97 Eight Hundred pesos (PhP 800.00)	10 pack		In Figures: _____
Item 98 Fifteen Thousand pesos (PhP 15,000.00)	30 bottle		In Figures: _____
Item 99 Twenty Eight Thousand Nine Hundred Eighty pesos (PhP 28,980.00)	20 piece		In Figures: _____
Grand Total: Two Hundred Ninety Nine Thousand Three Hundred Seventy Nine Pesos (PhP 299,379.00)	Total Offered Quotation		In Words: _____ _____ _____ In Figures: _____

TERMS AND CONDITIONS:

- 1) Bidders shall provide correct and accurate information required in this form.
- 2) Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3) Price quotation/s, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

E-Mail Address/es