



PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement for the International and Domestic Courier Service for Bucket List Coffee Table Book Edition 3 (ITB No. 2021-023)

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means “delivered duty paid.”

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – “Free Carrier” shipping point.

FOB – “Free on Board” shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (*e.g.*, the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

INVITATION TO BID FOR THE INTERNATIONAL AND LOCAL DOOR TO DOOR COURIER AND MESSENGERIAL SERVICES OF BUCKET LIST COFFEE TABLE BOOK EDITION 3 (TPB-ITB No. 2021-023)

1. The *Tourism Promotions Board (TPB)*, through the Corporate Budget FY 2021, intends to apply the sum of **Three Million Eight Hundred Twenty-four Thousand Two Hundred Pesos (Php3,824,200.00)**, inclusive of all applicable taxes, being the ABC to payments under the contract for the **International and Local Courier and Messengerial Services of Bucket List Coffee Table Book Edition 3**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The TPB now invites bids for the above Procurement Project. Delivery and or Coordination of the Services of the winning bidder is required **to commence one (1) day after the acceptance of the Notice to Proceed**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **TPB – Bids and Awards Committee Secretariat** and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m. Monday to Friday excluding holidays.
5. A complete set of Bidding Documents may be acquired by interested Bidders on **November 3, 2021 to November 23, 2021 (10:00 a.m.)** from the given address and website(s) below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by sending of scan copy of Official Receipt or by showing the Official Receipt personally to TPB-BAC Secretariat.

The cost of bidding documents shall correspond to the ABC range as indicated in the table below. This shall be the maximum amount of fee that procuring entities can set for the acquisition of bidding documents.

Approved Budget for the Contract	Maximum Cost of Bidding Documents (in Philippine Peso)
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00

More than 1 Million up to 5 Million	5,000.00
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Bidding Document Amount: Php 5,000.00

6. The TPB will hold a Pre-Bid Conference¹ on **November 11, 2021, 2:00 p.m.** through video conferencing or webcasting *via Zoom Link* which shall be open to prospective bidders
7. Bids must be duly received by the BAC Secretariat through online or electronic submission as indicated below, on or before **November 23, 2021, 10:00 a.m.** Late bids shall not be accepted.

Instructions for submission of bid/proposal:

Bidders are instructed to submit in electronic bid submission, to ensure the security, integrity, and confidentiality of the bids submitted the bidders must submit their bid in **password-protected** compressed archive folder.

1st Sub Folder Technical Component Folder includes the following scan copy:

Class “A” Documents

Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts **within five (5) years**, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid **within five (5) years**, contract should at least be **fifty percent (50%) of the ABC**; **and**
- (g) Bid Security. Notarized Bid Securing Declaration or Cash or cashier’s/Manager’s check. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
or

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

- Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications; **and**
 - (i) Notarized Omnibus Sworn Statement (OSS) Revised issue; **and** if applicable, Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
 - (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
 - (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC), computation must be at least equal to ABC; **or**
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or**
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

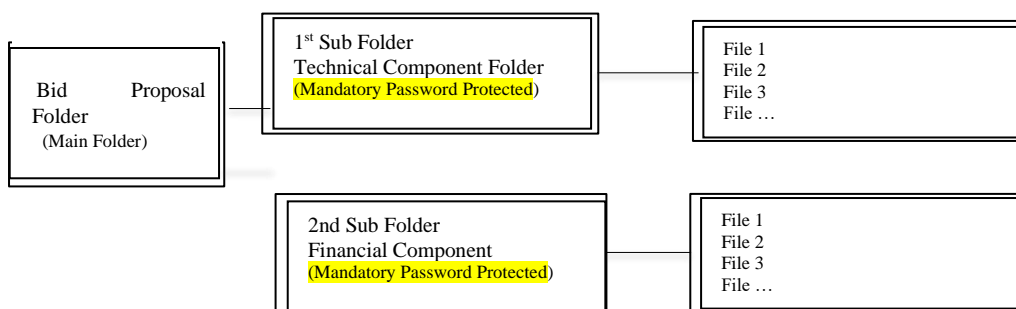
2nd Sub Folder: Financial Component Folder include scan copy of:

- (m) Duly signed and accomplished Financial Bid Form; **and**
- (n) Duly signed and accomplished Price Schedule(s).

Please submit your electronic bid/proposal to all of the following email add:
bac_sec@tpb.gov.ph, cc soc_torres@tpb.gov.ph,

Request a confirmation if your submitted bid was received.

The Bidders are also instructed to submit the hard copy of their bid proposal after the Bid Opening to TPB BAC Secretariat.



Suggested format for the subject title in the email for submission of Bid Proposal Documents:

Link to Bid Proposal Documents_ International and Domestic Courier of Coffee Table Book Edition 3 ITB No. 2021-023

The passwords for accessing the files will be disclosed by the Bidders only during the actual opening of the bids which may be done in person or face-to-face through video conferencing, webcasting or similar technology. Bidder's representative/s are instructed to attend the Bid Proposal Opening.

The timestamp as reflected on the BAC Secretariats' official email shall be the basis of the official time the link/document is received.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **November 23, 2021, 2:00 p.m.** via *Zoom Link*. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. TPB will request the password or passcode from the bidders during the bid opening, Bidders are instructed to attend the Bid Opening.
11. The TPB reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

Ms. Eloisa A. Romero / Mr. Socrates G. Torres
BAC Secretariat, Administrative Department
Tourism Promotions Board
4th Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 02-525-7312/02 525-9318 loc. 214/215
Email at bac_sec@tpb.gov.ph, soc_torres@tpb.gov.ph

13. You may visit the following websites:
For downloading of Bidding Documents: www.tpb.gov.ph
For online bid submission: bac_sec@tpb.gov.ph,
cc, soc_torres@tpb.gov.ph

October 27, 2021

Atty. Venancio C. Manuel III
Chairperson
Bids and Award Committee

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, Tourism Promotions Board (TPB) wishes to receive Bids for the **International and Local Courier and Messengerial Services of Bucket List Coffee Table Book Edition 3**.

The Procurement Project (referred to herein as “Project”) is composed of **One (1) Lot**, the details of which are described in Section VII (Technical Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2021** in the amount of **Three Million Eight Hundred Twenty-four Thousand Two Hundred Pesos (Php3,824,200.00)**.

2.2. The source of funding is:

GOCC Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

- 5.2. Foreign ownership exceeding those allowed under the rules may participate pursuant to:
- i. When a Treaty or International or Executive Agreement as provided in Section 4 of the RA No. 9184 and its 2016 revised IRR allow foreign bidders to participate;
 - ii. Citizens, corporations, or associations of a country, included in the list issued by the GPPB, the laws or regulations of which grant reciprocal rights or privileges to citizens, corporations, or associations of the Philippines;
 - iii. When the Goods sought to be procured are not available from local suppliers; or
 - iv. When there is a need to prevent situations that defeat competition or restrain trade.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. **Subcontracting is not allowed.**

- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

- 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
- 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time through **videoconferencing/webcasting** as indicated in paragraph 6 of the **IB**.

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **five (5) years** prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.
- 11.5. *[Include if Framework Agreement will be used:]* Financial proposals for single or multi-year Framework Agreement shall be submitted before the deadline of submission of bids as prescribed in the **IB**. For multi-year Framework Agreement, evaluation of the financial proposal during this stage is for purposes of determining eligibility and whether or not such financial proposal is within the ABC.

12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
 - a. For Goods offered from within the Procuring Entity's country:
 - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
 - ii. The cost of all customs duties and sales and other taxes already paid or payable;
 - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
 - iv. The price of other (incidental) services, if any, listed in e.
 - b. For Goods offered from abroad:
 - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: **Philippine Peso**.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration² or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until, **120 days from the date of the opening of bids**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

14.3. *[Include if Framework Agreement will be used:]* In the case of Framework Agreement, other than the grounds for forfeiture under the 2016 revised IRR, the bid security may also be forfeited if the successful bidder fails to sign the Framework Agreement, or fails to furnish the performance security or performance securing declaration. Without prejudice on its forfeiture, bid securities shall be returned only after the posting of performance security or performance securing declaration, as the case may be, by the winning Bidder or compliant Bidders and the signing of the Framework Agreement.

² In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

16.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, the submission of bids shall be for the initial evaluation of their technical and financial eligibility. Thereafter, those declared eligible during the said initial eligibility evaluation and entered into a Framework Agreement with the Procuring Entity shall submit anew their best financial offer at the address and on or before the date and time indicated in the Call for each mini-competition.

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

- 18.2. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, determination of margin of preference shall be conducted every call for Mini-Competition.

19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated “*passed*,” using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

[Include the following options if Framework Agreement will be used:]

- a. In the case of single-year Framework Agreement, the Lowest Calculated Bid shall be determined outright after the detailed evaluation;
 - b. For multi-year Framework Agreement, the determination of the eligibility and the compliance of bidders with the technical and financial aspects of the projects shall be initially made by the BAC, in accordance with Item 7.4.2 of the Guidelines on the Use of Framework Agreement.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB** Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as follows:

One Project having several items that shall be awarded as one contract.

- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

- 20.1. *[Include if Framework Agreement will be used:]* For multi-year Framework Agreement, all bidders initially determined to be eligible and financially compliant shall be subject to initial post-qualification. The BAC shall then recommend the execution of a Framework Agreement among all eligible, technically and financially compliant bidders and the Procuring Entity and

shall be issued by HoPE a Notice to Execute Framework Agreement. The determination of the Lowest Calculated Bid (LCB) shall not be performed by the BAC until a Mini-Competition is conducted among the bidders who executed a Framework Agreement. When a Call for Mini-Competition is made, the BAC shall allow the bidders to submit their best financial proposals on such pre-scheduled date, time and place to determine the bidder with the LCB.

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, {[*Include if Framework Agreement will be used:*] or in the case of multi-year Framework Agreement, that it is one of the eligible bidders who have submitted bids that are found to be technically and financially compliant,}the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**. {[*Include if Framework Agreement will be used:*] For every mini-competition in Framework Agreement, the LCB shall likewise submit the required documents for final Post Qualification.}

21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

[Include the following clauses if Framework Agreement will be used:]

- 21.2. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Framework Agreement Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.
- 21.3. Within ten (10) calendar days from receipt of the Notice to Execute Framework Agreement with the Procuring Entity, the successful Bidder or its duly authorized representative shall formally enter into a Framework Agreement with the procuring entity for an amount of One Peso to be paid to the procuring entity as a consideration for the option granted by the procuring entity to procure the items in the Framework Agreement List when the need arises.
- 21.4. The Procuring Entity shall enter into a Framework Agreement with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 21.5. The following documents shall form part of the Framework Agreement:
- a. Framework Agreement Form;
 - b. Bidding Documents;
 - c. Call-offs;

- d. Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- e. Performance Security or Performance Securing Declaration, as the case may be;
- f. Notice to Execute Framework Agreement; and
- g. Other contract documents that may be required by existing laws and/or specified in the **BDS**.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>International and Local Courier and Messengerial Services of Bucket List Coffee Table Book Edition 3.</p> <p style="text-align: center;">Total ABC: Php3,824,200.00</p>
7.1	<i>Subcontracting is not allowed.</i>
12	<i>Not applicable</i>
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <p>a. The amount of not less than Php76,484.00 [amount equivalent to two percent (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than Php191,210.00 [amount equivalent to five percent (5%) of ABC] if bid security is in Surety Bond.</p>
19.3	<i>Not Applicable</i>
20.2	<i>Not Applicable</i>
21.2	<i>Not Applicable</i>

Section IV. General Conditions of Contract

<p>Notes on the General Conditions of Contract</p>

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

[Include the following clauses if Framework Agreement will be used:]

2.3. For a single-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier in its bid.

2.4. For multi-year Framework Agreement, prices charged by the Supplier for Goods delivered and/or services performed under a Call-Off shall not vary from the prices quoted by the Supplier during conduct of Mini-Competition.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184.*[Include if Framework Agreement will be used:] In the case of Framework Agreement, the Bidder may opt to furnish the performance security or a Performance Securing Declaration as defined under the Guidelines on the Use of Framework Agreement.]*

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:] or Framework Agreement}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
	<p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity's Representative at the Project Site is Mr. Artemio Maunahan</p>
2.2	<i>partial payment is not allowed</i>
4	The inspections and tests that will be conducted are: To be advised

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity/ Requirements	Total	Delivered, Weeks/Months

[Use this form for Framework Agreement:]

Framework Agreement List

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

FRAMEWORK AGREEMENT LIST (AGENCY)				
Item / Service Type and nature of each item/service		Cost per item or service	Maximum Quantity	Total Cost per Item
TOTAL (Approved Budget for the Contract)				
<i>Expected delivery timeframe after receipt of a Call-Off.</i>		<i>Within [no. of days] calendar days upon issuance of Call-off .</i>		
<i>Remarks</i>		<i>Indicate here any other appropriate information as may be necessary.</i>		
SIGNATURE OVER PRINTED NAME		POSITION	DEPARTMENT/DIVISION	

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (*e.g.* production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must

be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words “*or at least equivalent.*” References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

INTERNATIONAL AND LOCAL DOOR TO DOOR COURIER AND MESSENGERIAL SERVICES OF BUCKET LIST COFFEE TABLE BOOK EDITION 3

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
1	Requirements: Properly packaging, Door to door international and local courier and messengerial services	
2	Item: Bucket List Coffee Table Book Edition 3 (Volume 1 & 2 inserted in 1 Slipcase)	
3	Box Size: 24 cm (w) x 24 cm (l) x 26 cm (h) (more or less) Containing of 5 sets in a box at estimated 15	

	kgs/box	
4	<p>Insurance: Winning bidder should declare maximum premium insurance per coffee table book. Winning bidder will pay insured amount to TPB in case the coffee table book was lost or damage</p> <p>1 set of coffee table book: Php 614.29 / set or USD11.59 / set</p>	
5	Winning bidder will pay amount to TPB in case of lost or damages.	
6	Items will be pick up at TPB office for Complete Packaging and labelling	
7	All necessary labels and materials should be provided by the winning service provider	
8	Winning bidder's warehouse should have proper ventilation/air circulation in order to preserve the good condition of the books before shipment	
9	Ensure that the items are properly package and delivered in good conditions when arrived to consignee in the shortest possible time	
10	Duties and taxes, destination clearance, export declaration, enhanced liabilities, priority services, fuel surcharge, storage fee, and other applicable charges and fees to be shouldered of the winning bidder	
11	TPB will only charge on actual delivered item and should not be over the Contract Amount	
12	Provide cost quotation per box/weight and per destinations	
13	Winning bidder should submit billing and proof of delivery upon completion	
14	Door to Door Air Freight Delivery Service	
15	The winning service provider will assign a contact person to monitored the delivery of item	

16	Submit delivery timelines during submission of bid.	
17	Delivery Timeline: within 15 calendar days upon dispatch from TPB office (Not included Freight and custom delays)	
18	<p>Maximum of 2 delivery attempt to local consignees.</p> <p>Proper coordination with the project officer before the 2nd delivery attempt.</p> <p>If the consignees is requesting a change of delivery address, TPB will not pay if their an additional cost.</p> <p>All unclaimed coffee table book must be return to TPB.</p>	
19	<p>QUALIFICATIONS OF BIDDERS</p> <ol style="list-style-type: none"> 1. Must be Filipino owned, operated, and legally registered as a Freight Forwarder, Cargo Forwarder, Trucking, Logistics, Hauling, Courier, Messengerial, Seafreight, Airfreight company under Philippine laws; 2. A company can provide tailor-made services to meet the TPB needs: <ul style="list-style-type: none"> • To provide a complete cargo transportation services between land sea and air • To provide a complete range of cargo services including packaging, transportation, transshipment and storage/warehousing service • To provide a fast & accurate, high quality, comparative cost effective and multifunctioning cargo transportation services 3. Must have a minimum of 5 years in operations. 	
20	Terms of Payment: Full payment after complete delivery with complete supporting documents	

	of Coffee Table Book to all consignees			
21	Delivery Details:			
	RECIPIENTS / CONSIGNEES	QUANTITY OF BOOK (2 Volume/Set)	ESTIMATED WEIGHT OF BOOK IN KGS. (3-3.3 kgs/set)	
1	Office of the President	50	150 -165	
2	Office of the Vice President	50	150 - 165	
3	Office of the Senate President	20	60 - 66	
4	Office of the Speaker of the House	20	60 - 66	
5	Senators of the Republic of the Philippines (24 recipients x 10 set each)	240	720 - 792	
6	House of Representative (307 recipients x 2 set each)	614	1,842 – 2,026.2	
7	Cabinet Secretaries (25 recipients x 5 set each)	125	375- 412.50	
8	Foreign Embassies in the Philippines (67 Foreign Embassies- recipients x 2 set each)	134	402- 442.20	
9	Foreign Consulates in the Philippines (106 Foreign Consulates- recipients x 2 set each)	212	626-688.6	
10	DOT c/o OSEC	200	600 - 660	
11	DOT c/o Branding & MARCOM	300	900 – 990	
12	DOT Overseas Offices (12 recipients x 75 set each) and 25 sets each for DOT HK, Malaysia, S'pore & India	1,000	3,000 – 3,300	
13	DOT Regional Offices + BARMM (17 recipients x 15 set each)	240	720 -792	
14	International Airports in PH (15 recipients x 5 set each) include	75	225 – 247.50	

	international airline lounges		
	DOT Attached Agencies		
15	• TIEZA	10	30 - 33
16	• DFA	10	30 - 33
17	• PRA	10	30 - 33
18	• IA	10	30 - 33
19	• Nayong Pilipino	10	30 – 33
20	• NPDC	10	30 – 33

Note:

- 1) For complete names and address of the consignees, please refer to page 41 and below
- 2) In case the actual weight or volumetric weight per consignee is lower or higher compare to the estimate weight posted, The number of Coffee Table books to be deliver to the consignee is **fix** and **no increase in the Contract Amount**.
- 3) For sample form of Revised Omnibus Sworn Statement, Bid Securing Declaration, Price Schedule, Statement of all Ongoing Government & Private Contract, Single Largest Completed Contract (SLCC), please refer to annex A
- 4) No Standard Format for NFCC
NFCC Standard Computation:

The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

	If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.	

I hereby certify to comply and deliver all of the above requirements.

Name of Company

Signature over Printed Name
of the authorized representative

Date

[Use this form for Framework Agreement:]

Technical Specifications

<i>TECHNICAL SPECIFICATIONS</i>			
<i>Item / Service</i>	<i>Maximum Quantity</i>	<i>Technical Specifications / Scope of Work</i>	<i>Statement of Compliance</i>

			<p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p>

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (f) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or
- ☐ (g) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,

- and**
- ☐ (h) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
- and**
- ☐ (i) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

- ☐ (o) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (p) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (q) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;
- or**
- Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (r) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (s) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (t) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (u) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);
- or**
- A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (v) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;
- or**
- duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (w) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (x) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

25 FINANCIAL COMPONENT ENVELOPE

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).

1. OFFICE OF THE PRESIDENT

Malacañang Complex. J.P. Laurel Street.

San Miguel, Manila. 1005

(02) 8736 8621

mro@malacanang.gov.ph

ATTN: SALVADOR MEDIALDEA

Executive Secretary

Malacanan Palace, Ground Floor Premier

Guest House, J.P. Laurel

St. San Miguel, Manila

Phone: (8249-8310) Loc. 8206/8207/8034

2. OFFICE OF THE VICE-PRESIDENT

1112, 100 10th St, New Manila,

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VICE-PRES. LENI ROBREDO

18th Congress Senators



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1. Abante, Bienvenido Jr. M.	Manila, 6th District
2. Abaya, Francis Gerald Aguinaldo	Cavite, 1st District
3. Abellanos, Rodrigo A.	Cebu City, 2nd District
4. Abu, Raneo "Ranie" E.	Batangas, 2nd District
5. Abueg-Zaldivar, Cyrille "Beng" F.	Palawan, 2nd District
6. Abunda, Maria Fe R.	Eastern Samar, Lone District
7. Acop, Resurreccion M. (Deceased)	Antipolo City, 2nd District
8. Acosta, Gil "Kabarangay Jr." A.	Palawan, 3rd District
9. Acosta-Alba, Maria Lourdes	Bukidnon, 1st District
10. Adiong, Ansaruddin Abdul Malik A.	Lanao del Sur, 1st District
11. Advincula, Alex "AA" L.	Cavite, 3rd District
12. Agabas, Tyrone D.	Pangasinan, 6th District
13. Agarao, Benjamin Jr. C.	Laguna, 4th District
14. Aglipay, Michael Edgar Y.	Party List - DIWA
15. Aguinaldo, Naealla Bainto	Party List - BAHAY
16. Albano, Antonio "Tonypet" T.	Isabela, 1st District

17. Albano, Rodolfo B. (Deceased)	Party List - LPGMA
18. Alfonso, Samantha Louise Vargas	Cagayan, 2nd District
19. Almario, Joel Mayo Z.	Davao Oriental, 2nd District
20. Alonte, Marlyn "Len" B.	Biñan City, Lone District
21. Alvarez, Franz "Chicoy" E.	Palawan, 1st District
22. Alvarez, Genaro Jr. M.	Negros Occidental, 6th District
23. Alvarez, Pantaleon D.	Davao del Norte, 1st District
24. Amante-Matba, Ma. Angelica M.	Agusan del Norte, 2nd District
25. Amatong, Isagani S.	Zamboanga del Norte, 3rd District
26. Andaya, Marissa (Deceased)	Camarines Sur, 1st District
27. Angara, Rommel Rico T.	Aurora, Lone District
28. Aragoness, Sol	Laguna, 3rd District
29. Arbison, Munir M.	Sulu, 2nd District
30. Arenas, Rose Marie "Baby" J.	Pangasinan, 3rd District
31. Arroyo, Ma. Lourdes T.	Negros Occidental, 5th District
32. Atienza, Jose Jr. L.	Party List - BUHAY
33. Aumentado, Erico Aristotle C.	Bohol, 2nd District

34. Bañas-Nogales, Shirlyn L.	South Cotabato, 1st District
35. Babasa, Leonardo Jr. L.	Zamboanga del Sur, 2nd District
36. Bagatsing, Cristal L.	Manila, 5th District
37. Balindong, Yasser Alonto	Lanao del Sur, 2nd District
38. Barba, Angelo Marcos	Ilocos Norte, 2nd District
39. Barbers, Robert Ace S.	Surigao del Norte, 2nd District
40. Baronda, Julianne "Jam" L.	Iloilo City, Lone District
41. Barzaga, Elpidio Jr. F.	Cavite, 4th District
42. Bascug, Alfel M.	Agusan del Sur, 1st District
43. Bautista, Claudine Diana D.	Party List - DUMPER PTDA
44. Bautista-Bandigan, Lorna P.	Davao Occidental, Lone District
45. Belmonte, Jose Christopher Y.	Quezon City, 6th District
46. Benitez, Francisco "Kiko" B.	Negros Occidental, 3rd District
47. Bernos, Joseph Sto. Niño B.	Abra, Lone District
48. Biazon, Ruffy B.	Muntinlupa City, Lone District
49. Billones, Emmanuel "Tawi"	Capiz, 1st District
50. Biron, Braeden John Q.	Iloilo, 4th District

51. Bolilia, Lianda B.	Batangas, 4th District
52. Bondoc, Juan Pablo "Rimpy" P.	Pampanga, 4th District
53. Bordado, Gabriel Jr. H.	Camarines Sur, 3rd District
54. Bravo, Narciso Jr. R.	Masbate, 1st District
55. Brosas, Arlene D.	Party List - GABRIELA
56. Bulut, Elias Jr. C.	Apayao, Lone District
57. Bustos, Jorge "PATROL"	Party List - PATROL
58. Cabatbat, Argel Joseph T.	Party List - MAGSASAKA
59. Cabochan, Manuel III DG.	Party List - MAGDALO
60. Cabredo, Fernando T.	Albay, 3rd District
61. Cagas, Mercedes "Didi" C.	Davao del Sur, Lone District
62. Calderon, Peter John D.	Cebu, 7th District
63. Calixto, Antonino G.	Pasay City, Lone District
64. Caminero, Wilfredo "Willy" S.	Cebu, 2nd District
65. Campos, Luis Jr. N.	Makati City, 2nd District
66. Canama, Sabiniano S.	Party List - COOP-NATCCO
67. Caoagdan, Rudy S., DPA	North Cotabato, 2nd District

68. Cardema, Ducielle Marie S.	Party List - DUTERTE YOUTH
69. Cari, Carl Nicolas C.	Leyte, 5th District
70. Castelo, Precious Hipolito	Quezon City, 2nd District
71. Castro, France L.	Party List - ACT-TEACHERS
72. Castro, Fredenil "Fred" H.	Capiz, 2nd District
73. Cayetano, Alan Peter "Compañero" S.	Taguig-Pateros, 1st District
74. Cayetano, Maria Laarni	Taguig, 2nd District
75. Celeste, Arnold "Noli" D.	Pangasinan, 1st District
76. Chatto, Edgar M.	Bohol, 1st District
77. Chipeco, Joaquin Jr. M.	Calamba City, Lone District
78. Chungalao, Solomon R.	Ifugao, Lone District
79. Co, Angelica Natasha	Party List - BHW
80. Co, Elizaldy S.	Party List - AKO BICOL
81. Cojuangco, Carlos O.	Tarlac, 1st District
82. Collantes, Ma. Theresa V.	Batangas, 3rd District
83. Crisologo, Anthony Peter "Onyx" D.	Quezon City, 1st District
84. Cua, Junie E.	Quirino, Lone District

85. Cuaresma, Luisa Lloren	Nueva Vizcaya, Lone District
86. Cueva, Leo Rafael M.	Negros Occidental, 2nd District
87. Cullamat, Eufemia "Ka Femia" C.	Party List - BAYAN MUNA
88. Dagooc, Sergio C.	Party List - APEC
89. Dalipe, Manuel Jose "Mannix" M.	Zamboanga City, 2nd District
90. Dalog, Maximo Jr. Y.	Mountain Province, Lone District
91. Datul, Francisco Jr. G. (Deceased)	Party List - SENIOR CITIZENS
92. Daza, Paul Ruiz	Northern Samar, 1st District
93. De Jesus, Presley C.	Party List - PHILRECA
94. De Venecia, Christopher V.P.	Pangasinan, 4th District
95. Defensor, Lorenz R.	Iloilo, 3rd District
96. Defensor, Michael T.	Party List - ANAKALUSUGAN
97. Del Mar, Raul V. (Deceased)	Cebu City, 1st District
98. Delos Santos, Alfred C.	Party List - ANG PROBINSYANO
99. Deloso-Montalla, Cheryl P.	Zambales, 2nd District
100. Dimaporo, Abdullah D.	Lanao del Norte, 2nd District
101. Dimaporo, Mohamad Khalid Q.	Lanao del Norte, 1st District

102. Duavit, Michael John R.	Rizal, 1st District
103. Dujali, Alan "Aldu" R.	Davao del Norte, 2nd District
104. Duterte, Paolo Z.	Davao City, 1st District
105. Dy, Faustino Michael Carlos III T.	Isabela, 5th District
106. Dy, Faustino V "Inno" A.	Isabela, 6th District
107. Dy, Ian Paul L.	Isabela, 3rd District
108. Ebcas, Adriano A.	Party List - AKO PADAYON PILIPINO
109. Ecleo, Alan 1 B.	Dinagat Islands, Lone District
110. Elago, Sarah Jane I.	Party List - KABATAAN
111. Enverga, Wilfrido Mark M.	Quezon, 1st District
112. Erice, Edgar R.	Caloocan City, 2nd District
113. Eriguel, Sandra Y., M.D.	La Union, 2nd District
114. Ermita-Buhain, Elenita Milagros "Eileen"	Batangas, 1st District
115. Escudero, Evelina G.	Sorsogon, 1st District
116. Espina, Gerardo Jr. "Gerryboy" J.	Biliran, Lone District
117. Espino, Jumel Anthony I.	Pangasinan, 2nd District
118. Estrella, Conrado III M.	Party List - ABONO

119. Fariñas, Ria Christina G.	Ilocos Norte, 1st District
120. Fariñas, Rudys Caesar I G.	Party List - PROBINSYANO AKO
121. Fernandez, Dan S.	Laguna, 1st District
122. Fernando, Bayani F.	Marikina City, 1st District
123. Ferrer, Juliet Marie De Leon	Negros Occidental, 4th District
124. Ferrer, Luis IV "Jon-Jon" A.	Cavite, 6th District
125. Flores, Jonathan Keith T.	Bukidnon, 2nd District
126. Fongwan, Nestor B. (Deceased)	Benguet, Lone District
127. Fortun, Lawrence "Law" H.	Agusan del Norte, 1st District
128. Fortuno, Jocelyn F.	Camarines Sur, 5th District
129. Frasco, Vincent Franco 'Duke' D.	Cebu, 5th District
130. Fuentebella, Arnie B.	Camarines Sur, 4th District
131. Gaite, Ferdinand R.	Party List - BAYAN MUNA
132. Garbin, Alfredo Jr. A.	Party List - AKO BICOL
133. Garcia, Jose Enrique III "Joet" S.	Bataan, 2nd District
134. Garcia, Pablo John F.	Cebu, 3rd District
135. Garcia, Vincent J.	Davao City, 2nd District

136. Garin, Janette L.	Iloilo, 1st District
137. Garin, Sharon S.	Party List - AAMBIS-OWA
138. Gasataya, Greg G.	Bacolod City, Lone District
139. Gatchalian, Weslie	Valenzuela City, 1st District
140. Gato, Ciriaco Jr. B.	Batanes, Lone District
141. Geron, Rico B.	Party List - AGAP
142. Go, Ed Christopher S.	Isabela, 2nd District
143. Go, Mark O.	Baguio City, Lone District
144. Gonzaga, Ruwel Peter S.	Davao de Oro, 2nd District
145. Gonzales, Aurelio Jr. "Dong" D.	Pampanga, 3rd District
146. Gonzales, Neptali II M.	Mandaluyong City, Lone District
147. Gonzalez, Sandro L.	Party List - MARINO
148. Gorriceta, Michael B.	Iloilo, 2nd District
149. Guico, Ramon III "Mon-Mon" V.	Pangasinan, 5th District
150. Gullas, Eduardo "Eddie" R.	Cebu, 1st District
151. Guya, Godofredo N.	Party List - RECOBODA
152. Haresco, Teodorico Jr. T.	Aklan, 2nd District

153. Hataman, Mujiv S.	Basilan, Lone District
154. Hernandez, Ferdinand L.	South Cotabato, 2nd District
155. Herrera-Dy, Bernadette "BH"	Party List - BH
156. Hofer, Ann K.	Zamboanga Sibugay, 2nd District
157. Jalosjos, Romeo Jr. M.	Zamboanga del Norte, 1st District
158. Javier, Lolita T.	Leyte, 2nd District
159. Jimenez, Cesar Jr. "Jawo" L.	Zamboanga City, 1st District
160. Kho, Elisa "Olga" T.	Masbate, 2nd District
161. Kho, Wilton "Tonton" Tan	Masbate, 3rd District
162. Khonghun, Jeffrey D.	Zambales, 1st District
163. Labadlabad, Glona G.	Zamboanga del Norte, 2nd District
164. Lacson, Virgilio S.	Party List - MANILA TEACHERS
165. Lacson-Noel, Josephine Veronique R.	Malabon City, Lone District
166. Lagman, Edcel C.	Albay, 1st District
167. Lagon, Sonny "SL" L.	Party List - AKO BISAYA
168. Lara, Joseph "Jojo" L.	Cagayan, 3rd District
169. Lazatin, Carmelo II "Jon" B.	Pampanga, 1st District

170. Leachon, Doy C.	Oriental Mindoro, 1st District
171. Legarda, Loren	Antique, Lone District
172. Lim, Aloy	Party List - RAM
173. Limkaichong, Jocelyn Sy	Negros Oriental, 1st District
174. Lopez, Jose Antonio G. (Dropped from the Roll)	Party List - MARINO
175. Lopez, Manuel Luis T.	Manila, 1st District
176. Loyola, Dahlia A.	Cavite, 5th District
177. Lusotan, Macnell M.	Party List - MARINO
178. Macapagal Arroyo, Juan Miguel	Pampanga, 2nd District
179. Maceda, Edward Vera Perez	Manila, 4th District
180. Madrona, Eleandro Jesus F.	Romblon, Lone District
181. Malapitan, Dale "Along" R.	Caloocan City, 1st District
182. Mangaoang, Allen Jesse C.	Kalinga, Lone District
183. Mangudadatu, Esmael G.	Maguindanao, 2nd District
184. Marcoleta, Rodante D.	Party List - SAGIP
185. Mariano-Hernandez, Ruth	Laguna, 2nd District
186. Mariño, Mario Vittorio "Marvey" A.	Batangas, 5th District

187. Marquez, Carlito S.	Aklan, 1st District
188. Martinez, Eric M.	Valenzuela City, 2nd District
189. Matba, Rashidin H.	Tawi-Tawi, Lone District
190. Matugas, Francisco Jose II "Bingo" F., CPA,CESO,LLB	Surigao del Norte, 1st District
191. Mendoza, Raymond Democrito C.	Party List - TUCP
192. Mercado, Roger G.	Southern Leyte, Lone District
193. Momo, Romeo Sr. S.	Party List - CWS
194. Natividad-Nagaño, Maricel G., MD.	Nueva Ecija, 4th District
195. Nava, Ma. Lucille L., M.D.	Guimaras, Lone District
196. Nieto, John Marvin "Yul Servo" C.	Manila, 3rd District
197. Noel, Florencio G.	Party List - AN WARAY
198. Nogralles, Jericho Jonas B.	Party List - PBA
199. Nogralles, Juan Fidel Felipe F.	Rizal, 2nd District
200. Nolasco, Ramon Jr. C.	Cagayan, 1st District
201. Nuñez-Malanyaon, Corazon T.	Davao Oriental, 1st District
202. Oaminal, Henry S.	Misamis Occidental, 2nd District
203. Olivarez, Eric L.	Parañaque City, 1st District

204. Ong, Jose Jr. "Jun" L.	Northern Samar, 2nd District
205. Ong, Ronnie L.	Party List - ANG PROBINSYANO
206. Ordanes, Rodolfo M.	Party List - SENIOR CITIZENS
207. Ortega, Pablo C.	La Union, 1st District
208. Ouano-Dizon, Emmarie "Lolypop" M.	Cebu, 6th District
209. Pacquiao, Alberto "Bobby" D.	Party List - OFW FAMILY
210. Pacquiao, Rogelio "Ruel" D.	Sarangani, Lone District
211. Padiernos, Jose Gay G.	Party List - GP
212. Paduano, Joseph Stephen "Caraps" S.	Party List - ABANG LINGKOD
213. Palma, Wilter "Sharky" II Wee	Zamboanga Sibugay, 1st District
214. Pancho, Gavini "Apol" C.	Bulacan, 2nd District
215. Panotes, Marisol C.	Camarines Norte, 2nd District
216. Peña, Romulo Jr. "Kid"	Makati City, 1st District
217. Pichay, Prospero Jr. A.	Surigao del Sur, 1st District
218. Pimentel, Johnny Ty	Surigao del Sur, 2nd District
219. Pineda, Enrico A.	Party List - 1-PACMAN
220. Plaza, Eddiebong G.	Agusan del Sur, 2nd District

221. Puno, Roberto V.	Antipolo City, 1st District
222. Quimbo, Stella Luz A.	Marikina City, 2nd District
223. Radaza, Paz C.	Lapu-Lapu City, Lone District
224. Ramirez-Sato, Josephine	Occidental Mindoro, Lone District
225. Ramos, Ma. Bernardita "Ditas" B. (Deceased)	Sorsogon, 2nd District
226. Remulla, Jesus Crispin C.	Cavite, 7th District
227. Revilla, Strike B.	Cavite, 2nd District
228. Reyes, Allan Benedict S.	Quezon City, 3rd District
229. Rivera, Domingo C.	Party List - CIBAC
230. Robes, Florida "Rida" P.	San Jose Del Monte City, Lone District
231. Rodriguez, Rufus B.	Cagayan de Oro City, 2nd District
232. Roman, Geraldine B.	Bataan, 1st District
233. Romero, Michael L., Ph.D.	Party List - 1-PACMAN
234. Romualdez, Ferdinand Martin G.	Leyte, 1st District
235. Romualdez, Yedda Marie K.	Party List - TINGOG SINIRANGAN
236. Romualdo, Xavier Jesus D.	Camiguin, Lone District
237. Romulo, Roman T.	Pasig City, Lone District

238. Roque, Rogelio Neil P.	Bukidnon, 4th District
239. Sacdalan, Joselito "Joel" S.	North Cotabato, 1st District
240. Sagarbarria, Manuel T.	Negros Oriental, 2nd District
241. Sakaluran, Princess Rihan M.	Sultan Kudarat, 1st District
242. Salceda, Joey Sarte	Albay, 2nd District
243. Salimbangon, Janice Z.	Cebu, 4th District
244. Salo, Ron P.	Party List - KABAYAN
245. Sanchez, Hector S.	Catanduanes, Lone District
246. Sangcopan, Amihilda J.	Party List - AMIN
247. Santos-Recto, Vilma	Batangas, 6th District
248. Sarmiento, Edgar Mary S.	Samar, 1st District
249. Saulog, Irene Gay F.	Party List - KALINGA
250. Savellano, Deogracias Victor "DV" B.	Ilocos Sur, 1st District
251. Siao, Frederick W.	Iligan City, Lone District
252. Silverio, Lorna C.	Bulacan, 3rd District
253. Singson, Jose Jr. "Bonito" C.	Party List - PROBINSYANO AKO
254. Singson-Meehan, Kristine	Ilocos Sur, 2nd District

255. Sinsuat, Datu Roonie Sr. Q.	Maguindanao, 1st District
256. Suansing, Estrellita B.	Nueva Ecija, 1st District
257. Suansing, Horacio Jr. P.	Sultan Kudarat, 2nd District
258. Suarez, Aleta C.	Quezon, 3rd District
259. Suarez, David "Jay-Jay" C.	Quezon, 2nd District
260. Suntay, Jesus "Bong" C.	Quezon City, 4th District
261. Sy-Alvarado, "Kuya" Jose Antonio R.	Bulacan, 1st District
262. Taduran, Rowena Niña O.	Party List - ACT-CIS
263. Tallado, Josefina B.	Camarines Norte, 1st District
264. Tambunting, Joy Myra S.	Parañaque City, 2nd District
265. Tan, Alyssa Sheena P.	Isabela, 4th District
266. Tan, Angelina "Helen" D.L., M.D.	Quezon, 4th District
267. Tan, Samier A.	Sulu, 1st District
268. Tan, Sharee Ann T.	Samar, 2nd District
269. Tan, Shernee A.	Party List - KUSUG TAUSUG
270. Tejada, Jose "Ping-Ping" I.	North Cotabato, 3rd District
271. Teves, Arnolfo Jr. "Arnie" A.	Negros Oriental, 3rd District

272. Teves, Jose Jr. "Bong" J.	Party List - TGP
273. Tiangco, John Reynald M.	Navotas City, Lone District
274. Tolentino, Abraham "Bambol" N.	Cavite, 8th District
275. Torres-Gomez, Lucy	Leyte, 4th District
276. Tulfo, Jocelyn P.	Party List - ACT-CIS
277. Tupas, Raul "Boboy" C.	Iloilo, 5th District
278. Tutor, Kristine Alexie B.	Bohol, 3rd District
279. Ty, Allan U.	Party List - LPGMA
280. Ty, Diego "Nonoy" C.	Misamis Occidental, 1st District
281. Umali, Alfonso Jr. V.	Oriental Mindoro, 2nd District
282. Umali, Ma. Victoria V.	Party List - A TEACHER
283. Unabia, Christian S.	Misamis Oriental, 1st District
284. Ungab, Isidro T.	Davao City, 3rd District
285. Uy, Juliette T.	Misamis Oriental, 2nd District
286. Uy, Rolando "Klarex" A.	Cagayan de Oro City, 1st District
287. Valeriano, Rolando M.	Manila, 2nd District
288. Valmayor, Gerardo Jr. P.	Negros Occidental, 1st District

289. Vargas, Alfred D.	Quezon City, 5th District
290. Velasco, Lord Allan Jay Q.	Marinduque, Lone District
291. Velo, Vicente III "Ching" S.E.	Leyte, 3rd District
292. Vergara, Rosanna "Ria" V.	Nueva Ecija, 3rd District
293. Villa, Jake Vincent	Siquijor, Lone District
294. Villafuerte, Luis Raymund Jr. "LRay" F.	Camarines Sur, 2nd District
295. Villanueva, Eduardo "Bro. Eddie" C.	Party List - CIBAC
296. Villanueva, Noel L.	Tarlac, 3rd District
297. Villar, Camille A.	Las Piñas City, Lone District
298. Villaraza-Suarez, Anna Marie	Party List - ALONA
299. Villarica, Henry R.	Bulacan, 4th District
300. Violago, Micaela S.	Nueva Ecija, 2nd District
301. Yap, Eric Go	Party List - ACT-CIS
302. Yap, Victor A.	Tarlac, 2nd District
303. Yu, Divina Grace C.	Zamboanga del Sur, 1st District
304. Zamora, Manuel "Way Kurat" E.	Davao de Oro, 1st District
305. Zamora, Ronaldo B.	San Juan City, Lone District

306. Zarate, Carlos Isagani T.	Party List - BAYAN MUNA
307. Zubiri, Manuel F.	Bukidnon, 3rd District

Speaker Lord Velasco

Office of the Speaker of the House

House of Representatives M3VV+8Q6, Quezon City, Metro Manila

Tel. nos.: 89315001 / 8931-6437 loc. 7580/7604

Email: speakerlordvelasco@house.gov.ph

CABINET SECRETARIES (25 offices)

1. Salvador Medialdea

Executive Secretary
Malacanan Palace, Ground Floor Premier
Guest House, J.P. Laurel
St. San Miguel, Manila
Phone: (8249-8310) Loc. 8206/8207/8034

2. John Castriciones

Secretary
Department of Agrarian Reform
Elliptical Road, Diliman, Quezon City, 1101 Metro Manila
Phone: (02) 8922 8975

3. Emmanuel Pinol

Secretary
Department of Agriculture
Room 416, 4th Floor, Department of Agriculture Building,
Elliptical Road, Quezon City, 1100 Metro Manila
Phone: (02) 8920 4068

4. Wendel Avisado Benjamin Diokno

Secretary
Department of Budget and Management
General Solano Street, San Miguel,
Manila City, Metro Manila
Phone: (02) 8657 3300

5. Leonor Briones

Secretary
Department of Education
2nd Floor Department Of Education Building,
Deped Meralco Avenue, Pasig, 1605 Metro Manila
Phone: (02) 8633 7228

6. Alfonso Cusi

Secretary
Department of Energy
Address: Department of Energy, 2F PNOC Building V,
Energy Center, Rizal Drive, 34th St, Taguig, 1632 Kalakhang Maynila
Phone: 6324792900

7. Roy Cimat

Secretary
Department of Environment and Natural Resources

Address: 1515, L & S Building, Roxas Boulevard, Manila, 1000 Metro Manila
Phone: (02) 8522 4767

8. Carlos Dominguez III

Secretary
Department of Finance
Address: 2335 Roxas Blvd,
Malate, Manila, 1004 Metro Manila
Phone: (02) 8523 6051

9. Teodoro Locsin Jr.

Secretary
Department of Foreign Affairs
Address: Roxas Blvd, Malate, Manila, Metro Manila
Phone: (02) 8834 4000

10. Francisco Duque

Secretary
Department of Health - Office of the Secretary
Address: Compound San Lazaro St,
Santa Cruz, Manila, Metro Manila
Phone: (02) 8651 7800

11. Eduardo del Rosario

Secretary of Human Settlements and Urban Development
DHSUD Building, Kalayaan Avenue corner Mayaman Street, Diliman, Quezon City
Landline: 8424 40 70
INFO@DHSUD.GOV.PH

12. Gregorio Honasan

Secretary
Department of Information and Communications Technology
71 Judge Juan Luna St, Quezon City, 1105 Metro Manila
Phone: (02) 8920 0101

13. Eduardo Año

Secretary
Department of Interior and Local Government
Address: 5th Floor New Makati City Hall, J.P. Rizal Avenue,
Barangay Poblacion, Makati, 1200 Metro Manila
Phone: (02) 8899 8931

14. Silvestre Bello III

Secretary
Department of Labor and Employment
Address: DOLE-NCR BUILDING, 967 Maligaya, Malate, Manila, 1004 Metro Manila
Closed · Opens 8AM Wed
Phone: (02) 8400 6242

15. Delfin Lorenzana

Secretary

Secretary of National Defense

Address: Department of National Defense, Segundo Avenue,
Camp General Emilio Aguinaldo, Quezon City, 1110 Metro Manila

Phone: (02) 8911 6227

16. Mark Aguilar Villar

Secretary

Department of Public Works and Highways

Address: Bonifacio Drive Port Area, 652 Zone 068,
Manila, 1018 Metro Manila

Phone: 23043000

17. Fortunato de la Peña

Secretary

Department of Science and Technology

Address: International Technology Cooperation Unit, Dent-Sci Building,
Mendiola Street, San Miguel, Manila, 1005 Metro Manila

Phone: (02) 8838 8376

18. Rolando Joselito Bautista

Virginia Orogo

Secretary

Department of Social Welfare and Development

Located in: Batasang Pambansa Complex

Address: Batasan Pambansa Complex, Batasan Rd,
Quezon City, 1100 Metro Manila

Phone: (02) 8931 8101

19. Bernadette Romulo-Puyat

Secretary

Department of Tourism

Address: IPO Building, The, 351 Sen. Gil J. Puyat Ave,
Makati, 1200 Metro Manila

Phone: (02) 8459 5200 to 8459-5230 Loc. (212 and 232)

Tourist Information Center Tel. No.: (632) 8459-5200 to 5230 Loc. 100-102

20. Ramon Lopez

Secretary

Department of Trade and Industry

Located in: Classica Tower and Classica Condominium

Address: 112, Classica 1 Building, H.V. dela Costa Street,
Salcedo Village, Makati, 1227 Metro Manila

Phone: (02) 8892 9793

21. Arthur Tugade

Secretary

Transportation and Communications

Address: The Columbia Tower, Ortigas Avenue,

Barangay Wack-Wack, Mandaluyong City, 1555, Metro Manila

Phone: (02) 8727 7960

22. Karl Kendrick Chua

Secretary of Socio-economic Planning

Address: Escriva Dr, San Antonio, Pasig, Metro Manila

Phone: (02) 8631 0945

23. Menardo Guevarra

Secretary

Department of Justice

Address: Padre Faura St, Ermita, Manila, 1000 Metro Manila

Phone: (02) 8523 8481

24. Ernesto Pernia

Secretary

National Economic Development Authority

Located in: National Economic and Development Authority (NEDA) - Administrative Staff

Address: Escriva Dr, San Antonio, Pasig, Metro Manila

Phone: (02) 8631 0945

25. Eliseo Rio Jr.

Department of Information & Communications Technology

Address: 71 Judge Juan Luna St, Quezon City, 1105 Metro Manila

Phone: (02) 8920 0101

FOREIGN EMBASSIES OFFICES IN THE PHILIPPINES (67 Offices)

(Uploaded as of 10 Sept 2021)

1. ANGOLA

Embassy of the Republic of Angola

Chancery : Unit 1904, The Peak Tower, 107 L.P. Leviste Street,
Salcedo Village, Makati City
Tel. No. : 892-4081/82
Fax No. : 892-4195
E-mail Address : angofil@angolaembassy.net.ph
Website : www.angolaembassy.sg
Working Hours : 9:00 A.M. to 5:00 P.M.
National Day : 11 November

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

2. ARGENTINA

Embassy of the Argentine Republic

Chancery : 8th Floor, Liberty Center Building # 104 H. V. de la Costa
Street, Salcedo Village, Makati City 1227 Philippines
Tel. No. : 8-845-3218/19/38
Fax No. : 8-845-3220
E-mail Address : efili@mrecic.gov.ar (Institutional Mail)
embajada_efili@mrecic.gov.ar (Administration)
comercial_efili@mrecic.gov.ar (Commercial/Trade)
visas_efili@mrecic.gov.ar (Consular)
Website : <http://efili.cancilleria.gov.ar/>
Working Hours : Monday to Friday

9:00 A.M. to 6:00 P.M.
National Day : 9 June (Declaration of Independence)

25 May - Revolution and the Day of the First National Government

NAME

VACANT

Date of Accreditation:

Mr. Augusto Cesar Granada

Charge d'Affaires, a.i.

3. AUSTRALIA

Australian Embassy

Chancery and Consulate : 23rd Level, Tower 2, RCBC Plaza
6819 Ayala Ave., Makati City
Postal Address : P.O. Box 1071 MCPO Makati City
Tel. No. : 757-8182 Australian Federal Police (AFP)

920-5500 Australian Trade Commission (AUSTRADE)

757-8130 DEFENCE

757-9340 Department of Immigration and Boarder Protection (DIBP)

756-4420 Manila Regional Cooperation Team

757-8132 Public Diplomacy

Fax No.

757-8100 Switchboard
: 757-8231 ACIAR

757-8268 Admin

757-8330 AFP

902-5504 AUSTRADE

757-8344 Consular

757-8239 DEFENCE

757-8269 DIBP

757-8339 Infrastructure

757-8331 Manila Regional Cooperation Team

757-8346 Political

757-8323 Public Diplomacy
E-mail Address : info@austrade.com.ph (AUSTRADE)

manila.consular@dfat.gov.au (Consular)

manila.defence@dfat.gov.au (Defense)

Public-Affairs-MNLA@dfat.gov.au (Public Diplomacy)

infophilippines@dfat.gov.au (DFAT Australian Aid)
Website : <http://www.philippines.embassy.gov.au>
Working Hours : Monday - Friday
8:00 A.M. – 4:30 P.M.
National Day : 26 January (Australia Day)
NAME

His Excellency Steven James Robinson AO

Ambassador Extraordinary and Plenipotentiary

Mme. Rhonda Claire Robinson

Date of Accreditation: 01/15/2019

4. AUSTRIA

Embassy of the Republic of Austria

Chancery : 8th Floor, One Orion Building, 11th Avenue
cor. 38th Street, Bonifacio Global City, Taguig
Tel. No. : 817-9191/817-4992
Fax No. : 813-4238
E-mail Address : manila-ob@bmeia.gv.at
Website : <http://www.bmeia.gv.at/manila>
Working Hours : Embassy
Monday - Thursday
7:30 A.M. to 4:00 P.M.
Friday
7:30 A.M. to 1:30 P.M.

Consulate
Monday – Thursday
9:00 A.M. to 12:00 P.M.
1:00 P.M. to 2:30 P.M.

Commercial Section

Address : 14/F Pacific Star Building, Sen. Gil Puyat Ave.
cor. Makati Ave. Makati City
Tel No. : 818-1581/818-6116
Fax No. : 810-3713
E-mail Address : manila@advantageaustria.org
Website : <http://www.advantageaustria.org>
Working Hours : Monday – Friday
8:00 A.M. to 4:30 P.M.
National Day : 26 October

NAME

Her Excellency Bitia Rasoulia

Ambassador Extraordinary and Plenipotentiary

Mr. Ramin Mahmoudi

Date of Accreditation: 8/7/2017

5. BANGLADESH

Embassy of the People's Republic of Bangladesh

Chancery : 2nd Floor, HERCO Center, 114 Benavidez Street,
Legaspi Village, Makati City, 1229 Metro Manila
Tel. No. : 817-5001
Fax No. : 816-4941, 586-9568
E-mail Address : bdemb.manila@gmail.com
Website : www.bangladeshembassymanila.org
Working Hours : Monday – Friday
9:00 A.M. – 5:00 P.M.
National Day : 26 March (Independence and National Day)

NAME

His Excellency Asad Alam Siam

Ambassador Extraordinary and Plenipotentiary

Mme. Farhana Saif

Date of Accreditation: 02/28/2017

6. BELGIUM

Embassy of the Kingdom of Belgium

Chancery : 9/F Multinational Bancorporation Center
6805 Ayala Avenue
Makati City 1226
Postal Address : MCPO Box 2165 1261 Makati
Tel. No. : 845-1869
E-mail Address : manila@diplobel.fed.be
Website : <https://diplomatie.belgium.be/en/philippines>
Working Hours : Monday – Friday
8:30 A.M. to 4:00 P.M.
National Day : 21 July (National Day) & 15 November (King's Day)

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

7. BRAZIL

Embassy of the Federative Republic of Brazil

Chancery : 16th Floor, Liberty Center Building, 104 H. V. dela
Costa Street, Salcedo Village, Makati City 1227
Tel. No. : 845-3651 to 53/845-3677 (Trunklines)
845-3654 (Office of the Ambassaor)
845-3655 (Office of the Deputy Chief of Mission)
Fax No. : 845-3676 (Chancery / Consular Section)
E-mail Address : ambassador.manila@itamaraty.gov.br (Ambassador)
secretariado.manila@itamaraty.gov.br (Secretariat)
brasemb.manila@itamaraty.gov.br (Chancery)
consular.manila@itamaraty.gov.br (Consular Section)
secom.manila@itamaraty.gov.br (Trade Section)
Website : <http://manila.itamaraty.gov.br>
Working Hours : Monday – Friday
9:00 A.M. to 5:00 P.M.
9:30 A.M. to 12:00 P.M. (Visa Application)
Tuesday & Thursday
12:30 P.M. to 1:30 P.M. (Visa Releasing)
National Day : 7 September (Independence Day)

NAME

His Excellency Rodrigo Do Amaral Souza

Ambassador Extraordinary and Plenipotentiary

Mme. Laís Fatima Afonso do Amaral Souza

Date of Accreditation: 05/24/2016

8. BRUNEI DARUSSALAM

Embassy of Brunei Darussalam

Chancery : 6th Floor, 111 Paseo de Roxas Building, Paseo de Roxas
cor. Legaspi Street, 1229 Makati City
Tel. No. : 816-2836 to 38 / 816-4393
Fax No. : 891-6646 / 891-6640
E-mail Address : manila.philippines@mfa.gov.bn
Working Hours : Monday- Friday
8:00 A.M. - 12:00 NN
1:30 P.M. - 4:00 P.M.
National Day : 23 February

NAME

Her Excellency Johariah Wahab

Ambassador Extraordinary and Plenipotentiary

Mr. Haseri Haji Asli

Date of Accreditation: 12/06/2016

9. CAMBODIA

Royal Embassy of Cambodia

Chancery : Unit 7A, Country Space One Building,
Sen. Gil Puyat Avenue, Makati City
Tel. No. : 818-9981 / 810-1896
Fax No. : 818-9983
E-mail Address : camemb.phl@mfaic.gov.kh
Working Hours : Monday – Friday
8:30 A.M. – 12:00 P.M.
2:00 P.M. – 5:00 P.M.
National Day : 9 November (Independence Day)

NAME

His Excellency Leng Chan Virak

Ambassador Extraordinary and Plenipotentiary

Mme. Hor Kimsorn

Date of Accreditation: 12/12/2018

10. CANADA

Embassy of Canada

Chancery : Levels 6 - 8, Tower 2 RCBC Plaza
6819 Ayala Avenue, Makati City 1200
Postal Address : P. O. Box 2168 Makati Central Post Office
1261 Makati City
Tel. No. : 857-9000
Fax No. : 843-1082 (Consular Services for Canadian Citizens)
Website : www.philippines.gc.ca
E-mail Address : manil@international.gc.ca
Working Hours : Monday – Thursday
7:30 A.M. to 4:15 P.M.
Friday
7:30 A.M. to 12:00 P.M.
Visa Section : Monday – Thursday
8:30 A.M. to 1:00 P.M.
Consular Section : Monday – Friday
8:00 A.M. to 1:00 P.M.
National Day : 01 July (Canada Day)

NAME

His Excellency James Peter MacArthur

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 06/19/2020

11. CHILE

Embassy of Chile

Chancery/Postal Address : 17th Floor, Liberty Center Building, 104 H.V. De La Costa, Salcedo Village,
Tel. No. : 8-843-3461
Fax No. : 8-843-1976
E-mail Address : embajada.filipinas@minrel.gob.cl
manila@consulado.gob.cl
Working Hours : Monday – Friday
8:00 A.M. to 4:00 P.M.
National Day : 18 September

NAME

His Excellency Claudio Alberto Rojas Rachel

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/02/2020

12. CHINA

Embassy of the People's Republic of China

Chancery : 4896 Pasay Road, Dasmariñas Village, Makati City
Postal Address : same as above
Tel. No. : 844-3148
Fax No. : 843-9974 (Political Section)
845-2465 (Administrative Office)
E-mail Address : Chinaemb_ph@mfa.gov.cn
Website : <http://ph.china-embassy.org/eng>
<http://ph.chineseembassy.org>
Working Hours : Monday – Friday
8:30 A.M. to 5:00 P.M.

Consular Section

Address : 2nd & 3rd Floor, The World Center,
330 Sen. Gil J. Puyat Avenue, Makati City
Tel. No. : 848-2395
Fax No. : 848-2386

Commercial Section

Address : 10 Flame Tree Road, South Forbes Park, Makati City
Tel. No. : 819-5992
Fax No. : 818-4553

Cultural Section

Address : 1164 Tamarind Road, Dasmariñas Village, Makati City
Tel. No. : 867-7162
Fax No. : 810-8774

Office of the Defense Attaché

Address : 3rd Floor, The World Center, 330 Sen. Gil J. Puyat Avenue, Makati City
Tel. No. : 848-2453
Fax No. : 848-2456
National Day : 1 October

NAME

His Excellency Huang Xilian

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/04/2019

13. COLOMBIA

Embassy of the Republic of Colombia

Chancery : 14th Floor Inoza Tower , 40th Street, Bonifacio Global City Taguig

Tel. No. : 800-9163
Fax No. : 825-5513
E-mail Address : efilipinas@cancillera.gov.co
Website : filipinas.embajada.gov.co
Working Hours : Monday – Friday
09:00 A.M. to 04:00 P.M.
National Day : 20 July (Independence Day)

NAME

Her Excellency Marcela Ordoñez Fernandez

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation:

14. THE CZECH REPUBLIC

Embassy of the Czech Republic

Chancery : 30th Floor, Rufino Pacific Tower 6784 Ayala Avenue,
Makati City 1226
Tel. No. : 811-1155 / 56
Fax No. : 811-1020
E-mail Address : czechembassymanila@gmail.com (Ambassador's Office)
czembmnl.pol@gmail.com (Deputy Head of Mission and Political Section)
czembmnl.eco@gmail.com (Trade and Economic Section)
manila@embassy.mzv.cz (Visa and Consular)
Website : <https://www.mzv.cz/manila>
Working Hours : 9:00 AM - 5:00 PM
National Day : 28 October

NAME

His Excellency Jana Šedivá

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 01/15/2019

Concurrent Accreditation: Republic of Palau, Marshall Islands, Micronesia and Nauru

15. DENMARK

The Royal Danish Embassy

Chancery : 11th Floor, 11th Corporate Center, 11th Avenue cor. Triangle Drive
Bonifacio Global City, Taguig City 1634
Tel. No. : 865-8800
Fax No. : 893-9387
E-mail Address : mnlambda@um.dk
Website : <http://filippinerne.um.dk>
Working Hours : Monday to Friday
08:00 A.M. – 12:00 N.N.
01:00 P.M. to 04:00 P.M.

Monday to Thursday (Consular)
10:00 A.M. to 12:00 NN
01:30 P.M. to 03:00 P.M.
Friday
10:00 A.M. to 1:00 P.M.

Visa Section

Address : VFS Global, Denmark Visa Application Center
Ground Floor, Ecoplaza Building, Don Chino Roces Ave.,
Makati City, 1230
Tel. No. : 790-4901
Email : info.dkph@vfshelpline.com
Website : www.vfsglobal.com/Denmark/Philippines/
National Day : April 16

NAME

Her Excellency Grete Sillasen

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/04/2019

16. EGYPT

Embassy of the Arab Republic of Egypt

Chancery : 7th Floor, G.C. Corporate Plaza, 150 Legaspi Street,
Legaspi Village, Makati City
Tel. No. : 843-9220/843-9232
Fax No. : 556-5731
Email Address : embassy.manila@mfa.gov.eg
egyptmanila@gmail.com
Website : www.mfa.gov.eg
Working Hours : Monday – Friday
8:30 A.M. to 4:00 P.M.

National Day : 23 July
NAME
His Excellency Ahmed Shehabeldin Ibrahim Abdullah

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/02/2020

17. EUROPEAN UNION

Delegation of the European Union in the Philippines

Chancery : 30th Floor, Tower II RCBC Plaza
6819 Ayala Avenue cor. Sen. Gil Puyat Ave.,
1200 Makati City
Tel. No. : 859-5100
Fax No. : 859-5109
E-mail Address : DELEGATION-PHILIPPINES@eeas.europa.eu
Website : <http://www.delphl.ec.europa.eu>
Working Hours : Monday to Thursday
9:00 A.M. to 5:30 P.M.
Friday
9:00 A.M. to 3:00 P.M.
National Day : 09 May

NAME
His Excellency Luc Serge Gustave Eugène Véron
Ambassador Extraordinary and Plenipotentiary
Mme. Nicole Claire Weismann ép. Véron
Date of Accreditation: 02/10/2021

18. FRANCE

Embassy of the Republic of France

Chancery : 16th Floor, The Pacific Star Bldg., Makati Ave. cor.
Sen. Gil Puyat Extension, Makati City
Postal Address :
Tel. No. : 857-6900 (Chancery)
857-6999 (Consular)
Fax No. : 857-6948 (Chancery)
857-6952 (Press)
857-6951 (Consular)
E-mail Address : ambassade.manille-amba@diplomatie.gouv.fr
admin-francais.manille-amba@diplomatie.gouv.fr

visas.manille-amba@diplomatie.gouv.fr
culturel.ambafrance.manille@gmail.com

presse.ambafrance.manille@gmail.com

Website : www.ph.ambafrance.org
Commercial Section
Address : 34th Floor, Units 34 A and B, Rufino Pacific Tower
6784 Ayala Avenue, Makati City
Tel. No. : 811-1001 to 04
Fax No. : 811-1033
E-mail : tresor.economie.gouv.fr/se/philippines
Working Hours : Monday – Thursday
8:00 A.M. to 12:30 P.M.
National Day : 14 July (Bastille Day)

NAME

Her Excellency Michele Jeannine Andrée Boccoz

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 02/10/2021

19. GERMANY

Embassy of the Federal Republic of Germany

Chancery : 25/F Tower II, RCBC Plaza 6819 Ayala Ave., Makati City
Postal Address : P.O. Box 2190 Makati CPO, Makati City, 1261 Metro Manila, Philippines
Tel. No. : (0063 2) 702-3000
Fax No. : (0063 2) 702-3045 or (0049) 30 1817 67170
E-mail Address : info@mani.diplo.de
Website : www.manila.diplo.de
Working Hours : Monday – Thursday
7:30 A.M. to 3:30 P.M.
Friday
7:30 A.M. to 1:30 P.M.
National Day : 03 October (Day of German Unity)

NAME

Her Excellency Anke Reiffenstuel

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 08/20/2019

20. GREECE

Embassy of the Hellenic Republic

Chancery : Unit 701 SEDCCO 1 Building, 120 Rada cor. Legaspi Streets, Legaspi Village, Makati Ci
Postal Address : same as above
Tel. No. : 817-4444/817-2931
Fax No. : 812-0202
E-mail Address : gremb.man@mfa.gr
Website : www.mfa.gr/manila
Working Hours : Monday – Friday
8:30 A.M. to 4:30 P.M.
National Day : 25 March

NAME

His Excellency Antonis Alexandridis

Ambassador Extraordinary and Plenipotentiary

21. HOLY SEE

Embassy of the Hellenic Republic

Chancery : 2140 Taft Avenue, Manila
Postal Address : P.O. Box 3364, Manila
Tel. No. : 521-0306/ 521-0307
Fax No. : 521-1235
E-mail Address : nuntinsp@info.com.ph
Website : N/A
Working Hours : Mondays to Fridays
8:30 A.M. to 1:00 P.M.
3:30 P.M. to 6:00 P.M.
Saturdays
9:00 A.M. to 12:00 NN
National Day : 29 June

NAME

His Excellency Charles John Brown III

Apostolic Nuncio

Date of Accreditation: 12/14/2020

22. HUNGARY

Embassy of Hungary

Chancery :8th Floor, Del Rosariop Law Centre, 21st Drive corner 20th Drive, Bonifacio Global City 1630, Ta
Manila

Tel. No. :8-810-9186

Fax No. :8-816-7383 (Consular)
:810-9186

E-mail :816-7383 (Consular)
Address :mission.mnl@mfa.gov.hu

:consulate.mnl@mfa.gov.hu

Website :http://manila.mfa.gov.hu

Working :Chancery

Hours

Mondays to Thursdays

8:00 A.M. to 4:30 P.M.

Friday

8:00 A.M. to 2:00 P.M.

Consular (Client Hours)

Tuesday to Thursday

9:00 A.M. to 12:00 P.M.

Consular (Document Pick up)

Mondays to Thursdays

8:00 A.M. to 4:00 P.M.

Friday

8:00 A.M. to 2 P.M.

National Day :20 August (A.D. 1000)

23 October (A.D. 1956)

NAME

Her Excellency Dr. Titanilla Tóth

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/02/2020

23. INDIA

Embassy of the Republic of India

Chancery : 2190 Paraiso St., Dasmarinas Village, Makati City
Postal Address : P.O. Box 2123, MCPO, Makati City
Tel. No. : 843-0101 to 02
 894-5767 (PABX)
Fax No. : 815-8151 (Chancery)
 892-7301 (Consular)
E-mail Address : amboffice.manila@mea.gov.in (Ambassador's Office)
 cons.manila@mea.gov.in (Consular Section)
 hoc.manila@mea.gov.in (Administration Section)
 com.manila@mea.gov.in (Commercial Section)
Website : www.eoimanila.gov.in
Facebook : India in the Philippines
Working Hours : Monday – Friday
 9:00 A.M. – 12:30 P.M.
 1:00 P.M. – 5:30 P.M.
National Day : 26 January (Republic Day) and 15 August (Independence Day)
NAME

His Excellency Shambhu Santha Kumaran

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/02/2020

24. INDONESIA

Embassy of the Republic of Indonesia

Chancery : Indonesian Embassy Building,
 185 Salcedo Street, Legaspi Village, Makati City
Postal Address : 185 Salcedo Street, Legaspi Village, Makati City
Tel. No. : 892-5061 to 68
Fax No. : 892-5878
E-mail Address : unitkom.manila@kemlu.go.id
Website : www.indonesianembassy.org.ph
Working Hours : Monday – Friday
 8:30 A.M. - 5:00 P.M.

National Day : 17 August
NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

25. IRAN

Embassy of the Islamic Republic of Iran

Chancery : 2224 Paraiso corner Pasay Road, Dasmariñas Village,
Makati City
Postal Address : P.O. Box 1629, Makati City
Tel. No. : 888-4757 to 59 (Trunklines)
840-1879 (Direct Line)
Fax No. : 888-4777
E-mail Address : iranembmanila@gmail.com
Working Hours : Monday – Friday
8:00 A.M. to 12:00 N.N.
1:00 P.M. to 5:00 P.M.
National Day : 11 February (Anniversary of the Victory of the Islamic Revolution)
NAME

His Excellency Alireza Toontoonchian

Ambassador Extraordinary and Plenipotentiary

Mme. Zahra Tootoonchian

Date of Accreditation: 06/19/2020

26. IRAQ

Embassy of the Republic of Iraq

Chancery : 2209 Paraiso cor. Acacia St. Dasmariñas Village,
Makati City
Postal Address : 2209 Paraiso cor. Acacia St. Dasmariñas Village,
Makati City
Tel. No. : 8-843-8880/8-843-3081
Fax No. : 8-887-1953
E-mail Address : mnlemb@mofaml.gov.iq
Website : <http://mofamission.gov.iq/en/Philippi>

Working Hours : Monday – Friday
9:00 A.M. to 3:00 P.M.
10:00 A.M. to 1:00 P.M. (Consular)

National Day : None

NAME

VACANT

Date of Accreditation:

Mr. Tarik Abdulmalek Hamdi Al-Azami

Chargé d' Affaires, a.i.

27. ISRAEL

Embassy of Israel

Chancery : 10th Floor Avecshares Center,
1132 University Parkway, Bonifacio North Triangle
Taguig, Bonifacio Global City

Tel. No. : 8-883-9500

Fax No. : 8-883-9555

E-mail Address : info@manila.mfa.gov.il

Website : www.embassies.gov.il/manila

Working Hours : Monday – Thursday
8:00 A.M. to 4:30 P.M.
Friday
8:30 A.M. to 2:00 P.M.

National Day : (Independence Day) Movable date between April and May
(in accordance with the Jewish calendar)

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

Mr. Nir Balzam

Deputy Chief of Mission

Mrs. Moran Gigi Balzam

28. ITALY

Embassy of the Republic of Italy

Chancery : 5th Floor, Tower B, One Campus Place, McKinley Hill, Taguig City, 1634 Metro Manila

Tel. No. : 8-892-4531 to 34
Fax No. : 8-812-4322
E-mail Address : segreteria.manila@esteri.it (Office of the Ambassador)

manila.culturale@esteri.it (Cultural Office)

commerciale.manila@esteri.it (Commercial Office)

consolare.manila@esteri.it (Consular Office)

visti.manila@esteri.it (Visa Section)

Website : www.ambmanila.esteri.it

Working Hours : Monday and Wednesday
8:00 A.M. to 1:30 P.M.
2:00 P.M. to 5:30 P.M.
Tuesday, Thursday and Friday
8:00 A.M. to 2:00 P.M.

National Day : 02 June (Proclamation of Italian Republic)

NAME

His Excellency Giorgio Guglielmino

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 09/13/2017

29. JAPAN

Embassy of Japan

Chancery : 2627 Roxas Boulevard, Pasay City 1300

Postal Address : P.O. Box 414, Pasay Central Post Office

Tel. No. : 551-5710

Fax No. : 551-5781 (General Affairs)
551-5780 (Communications)

551-5782 (Political)

551-5783 (Economic)

551-5784 (Japan Information and Cultural Center)

551-5785 (Consular)

551-5933 (Medical)

551-7590 (Administration)

E-mail Address : protocol@ma.mofa.go.jp

Working Hours : Monday to Friday
8:30 A.M. to 12:30 P.M.
1:30 P.M. to 5:15 P.M.

Consular Section
8:40 A.M. to 12:00 P.M.
1:30 P.M. to 4:30 P.M.

Library

9:00 A.M to 12 P.M.

2:00 P.M. to 4:30 P.M.

National Day : 23 December (Birthday of His Majesty the Emperor of Japan)

NAME

His Excellency Koshikawa Kazuhiko

Ambassador Extraordinary and Plenipotentiary

Mme. Koshikawa Yuko

Date of Accreditation: 12/14/2020

30. KOREA

Embassy of the Republic of Korea

Chancery : 122 Upper McKinley Road, McKinley Town Center,
Fort Bonifacio, Taguig City 1634

Tel. No. : 856-9210

Fax No. : 856-9008 / 856-9019 Chancery

856-9024 Visa

856-9025 Consular

E-mail Address : rokphilamb@mofa.or.kr

Website : <http://overseas.mofa.go.kr/ph-en/index.do>

Working Hours : Monday – Friday

8:30 A.M. to 12:00 NN

1:00 P.M. to 5:00 P.M.

Visa Application

8:30 A.M. to 11:00 A.M.

Visa Releasing

1:30 P.M. to 4:00 P.M.

National Day : 03 October

NAME

His Excellency Kim Inchul

Ambassador Extraordinary and Plenipotentiary

Mme. Lee Jungeun

Date of Accreditation: 02/10/2021

31. KUWAIT

Embassy of the State of Kuwait

Chancery : 8th Floor, PhilPlans Corporate Center,
Kalayaan Avenue and Triangle Drive, Bonifacio Global City,
Taguig City 1634
Postal Address : P.O. Box 2033 MCPO, 1222 Makati City
Tel. No. : 556-3860 to 62
Fax No. : 556-3865
E-mail Address : ku-emb@pldtdsl.net
Working Hours : Monday – Friday
9:00 A.M. – 4:00 P.M.
National Day : 25 February

NAME

His Excellency Musaed Saleh Althwaikh

Ambassador Extraordinary and Plenipotentiary

Madame Sabeekah A.J. SH. Alghanim

Date of Accreditation: 12/06/2016

32. LAOS

Embassy of the Lao People's Democratic Republic

Chancery : 14D, Chatham House Condominium, 116 Valero cor. Rufino Street, Makati City, 1227 Makati City
Postal Address : 14D, Chatham House Condominium, 116 Valero cor. Rufino Street, Makati City, 1227 Makati City
Tel. No. : 865-6566
Fax No. : 865-6510
E-mail Address : laoemba.manila@yahoo.com
Working Hours : 9:00 - 12:00 (Morning) and 14:00-16:30 (Afternoon)
National Day : 02 December

NAME

His Excellency Songkane Luangmuninthone

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 19/03/2019

33. LIBYA

Embassy of the State of Libya

Chancery : 2056 Lumbang cor. Caballero St.
Dasmariñas Village, Makati City
Tel. No. : 8-817-7331 to 32
Fax No. : 8-817-7337
E-mail Address : libyanembassy@ymail.com
Working Hours : Monday – Friday
9:00 A.M. to 3:30 P.M.
National Day : 17 February
NAME
Vacant

Ambassador Extraordinary and Plenipotentiary
Mr. Nuri K.A. Tayari

Minister Plenipotentiary

34. MALAYSIA

Embassy of Malaysia

Chancery : 107 Tordesillas St., Salcedo Village, Makati City
Postal Address : 107 Tordesillas St., Salcedo Village, Makati City
Tel. No. : 662-8200
Fax No. : 662-8201 to 02
E-mail Address : mwmanila@kln.gov.my
Website : http://www.kln.gov.my/web/phl_manila/home
Working Hours : Monday to Thursday
8:00 A.M. to 12:30 P.M.
1:30 P.M. to 4:00 P.M.
Friday
8:00 A.M. to 12:00 NN
2:00 P.M. to 4:00 P.M.
National Day : 31 August

NAME
His Excellency Norman bin Muhamad

Date of Accreditation: 08/20/2019

35. SOVEREIGN MILITARY ORDER OF MALTA

Embassy of the Sovereign Military Order of Malta

Chancery : 1120 R. Hidalgo St., Quiapo, Manila
Tel. No. : 708-0859/708-0860

Fax No. : 637-8116
E-mail Address : philippineembassy@orderofmalta.int
Working Hours : Monday to Friday
10:00 A.M. to 6:00 P.M.
National Day : 24 June (Feast of Saint John the Baptist)
NAME
VACANT

Date of Accreditation:

36. MEXICO

Embassy of the United Mexican States

Chancery : 2nd Floor, GC Corporate Plaza, 150 Legaspi
Street, Legaspi Village, Makati City
Tel. No. : 8-812-2211/12/16
812-2212/13 loc. 1005 and 1007
Fax No. : 8-892-7635
E-mail Address : embfilipinas@sre.gob.mx
Website : <http://embamex2.sre.gob.mx/filipinas>
Working Hours : Chancery
Monday – Friday
9:00 A.M. to 5:00 P.M.
Consular
Monday – Friday
9:00 A.M. to 12:00 NN
National Day : 16 September

NAME

His Excellency Gerardo Lozano Arredondo

Ambassador Extraordinary and Plenipotentiary

Mme. Mariza Del Rocio Arciniega Aguirre

Date of Accreditation: 09/13/2017

37. MOROCCO

Embassy of the Kingdom of Morocco

Chancery : 17th Floor, Marajo Tower, 26th Street corner 4th Avenue, Bonifacio Global City, Taguig 16
Tel. No. : 550-1333/550-1444
Fax No. : 550-1555
E-mail Address : embassyofmorocco.mnl@gmail.com
Website : <http://embassyofmorocco.wixsite.com/manila>

Working Hours : Monday – Friday
9:00 A.M. to 4:00 P.M.
Consular
Monday – Friday
10:00 A.M. to 1:00 P.M.
National Day : 30 July
NAME

His Excellency Mohammed Rida El Fassi

Ambassador Extraordinary and Plenipotentiary

Mme. Monia Zaoui

Date of Accreditation: 01/10/2017

38. MYANMAR

Embassy of the Republic of the Union of Myanmar

Chancery : 8th Floor, Gervasia Corporate Centre
152 Amorsolo Street, Legaspi Village, Makati City
Postal Address 8th Floor, Gervasia Corporate Centre
152 Amorsolo Street, Legaspi Village, Makati City
Tel. No. : 8-893-1944
Fax No. : 8-892-8866
E-mail Address : manila-embassy@mofa.gov.mm
Website : www.me.manila.org
Working Hours : Monday – Friday
9:30 A.M. to 4:30 P.M.
National Day : 04 January
NAME

His Excellency U Lwin Oo

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/04/2019

39. NETHERLANDS

Embassy of the Kingdom of the Netherlands

Chancery : 26th Floor, BDO Equitable Tower
8751 Paseo de Roxas, Makati City 1226
Postal Address : P.O. Box 2488 MCPO 1264 Makati, Metro Manila
Tel. No. : 786-6666 (General)
789-4903 (Visa Appointment)
E-mail Address : man@minbuza.nl
Website : <https://www.netherlandsandyou.nl>

<https://www.netherlandsworldwide.nl>

<https://www.nederlandwereldwijd.nl>

Working Hours : Monday to Thursday
8:00 A.M. to 5:00 P.M.
Friday
8:00 A.M. to 2:00 P.M.
National Day : 27 April (King's Day)

NAME

Her Excellency Saskia Elisabeth De Lang

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 19/03/2019

40. NEW ZEALAND

New Zealand Embassy

Chancery : 35/F Zuellig Building, Makati Avenue
corner Paseo de Roxas, Makati City 1225
Postal Address : PO Box 3228 MCPO
1272 Makati City
Tel. No. : 234-3800 (Trunkline)
Fax No. : 891-5357
E-mail Address : nzemmanila@mfat.govt.nz
Website : www.nzembassy.com/philippines
www.facebook.com/nzembassyphilippines
Working Hours : Monday to Friday
8:00 A.M. to 12:30 P.M.
1:30 P.M. to 4:30 P.M.
National Day : 06 February (Waitangi Day)

NAME

His Excellency Peter Francis Tavita Kell

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 06/19/2020

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41. NIGERIA

Embassy of the Federal Republic of Nigeria

Chancery	: 2211 Paraiso St., Dasmariñas Village, Makati City
Postal Address	: P.O. Box 3174 Makati Central Post Office 1271 Makati, Metro Manila, Philippines
Tel. No.	: 8-843-9868
Fax No.	: 8-832-9088
E-mail Address	: manilannigeria@gmail.com
Working Hours	: Monday – Friday 9:00 A.M. to 5:00 P.M.
National Day	: 01 October

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

Ms. Chioma Aisha Okorie-Haidara

Senior Counsellor/Head of Chancery

42. NORWAY

Royal Norwegian Embassy

Chancery	: 12th Floor Del Rosario Law Center 21st Drive cor. 20th Drive, Bonifacio Global City 1630 Taguig City, Metro Manila
Visa Centre	: Ground Floor, Eco Plaza Building, Don Chino Roces Avenue, Makati City, Metro Manila
Tel. No.	: 317-2700
Fax No.	: 317-2799
E-mail Address	: emb.manila@mfa.no
Website	: www.norway.no/philippines

Working Hours : Monday – Friday
8:00 A.M. to 3:30 P.M.
National Day : 17 May (Constitution)

NAME

His Excellency Bjørn Staurset Jahnsen

Ambassador Extraordinary and Plenipotentiary

Mme. Sandra Rojas Gonzalez

Date of Accreditation: 09/25/2018

43. OMAN

Embassy of the Sultanate of Oman

Chancery : 26th Floor, NAC Tower Building, 32nd Street
Bonifacio Global City, Taguig City
Tel. No. : 7-958-5812 to 14
Fax No. : 7-958-5816
E-mail Address : manila@fm.gov.om
Working Hours : Monday – Thursday
9:00 A.M. to 3:00 P.M.

Friday

9:00 A.M. to 2:00 P.M.

National Day : 18 November

NAME

His Excellency Munther Mahfoodh Salem Al-Mantheri

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 04/08/2014

44. PAKISTAN

Embassy of the Islamic Republic of Pakistan

Chancery : 6th Floor, Alexander House, 132 Amorsolo St.
Legaspi Village, Makati City 1229
Tel. No. : 817-2772
817-2776
Fax No. : 840-0229
E-mail Address : parepmanila@mofa.gov.pk
Website : www.mofa.gov.pk/Philippines

Working Hours : Monday – Friday
8:00 A.M. to 4:00 P.M.
National Day : 23 March (Pakistan Day)

NAME

His Excellency Imtiaz Ahmad Kazi

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/02/2020

45. PALAU

Embassy of the Republic of Palau

Chancery : PDCP Bank Centre, 10th floor, Unit 10-D, Salcedo Village, Makati City
Tel. No. : 522-2849
Fax No. : 521-0402
E-mail Address : ropembassymanila01@gmail.com, embassy.palau.phl@gmail.com, tar.palauembassymanila@gmail.com
Working Hours : Monday – Friday
9:00 A.M. to 5:00 P.M.

National Day : 1 October (Independence Day)

NAME

Mr. Keith Richard Sugiyama

Charge d'Affaires, a.i.

46. PALESTINE

Embassy of the State of Palestine

Chancery 2nd Floor, 112 LPL Tower, Legaspi Street, Legaspi Village, Makati City 1200 (in front of Greenbush Tower 5)

Tel. No. : +63 977 364 2988

+ 63 928 353 6810

Fax No. : N/A

E-mail : palestinemanila@gmail.com

Address

Working Hours : Monday to Friday

09:00 A.M. to 03:00 P.M.

National Day : 15 November

NAME

His Excellency Saleh As'ad Saleh Mohammad

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 06/19/2020

47. PANAMA

Embassy of the Republic of Panama

Chancery : 11th Floor, National Life Insurance Building 6762
Ayala Avenue, Makati City 1200
Postal Address : P. O. 1072 Makati CPO
Tel. No. : 328-3810
Fax No. : 338-8841
E-mail Address : panamaph@gmail.com
Working Hours : Monday to Friday
8:00 A.M. to 5:00 P.M.
National Day : 03 November

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary
Ms. Lhuana Pamella Lopez Amorim

Second Secretary

48. PAPUA NEW GUINEA

Embassy of the Independent State of Papua New Guinea

Chancery & Postal Address : 3/F, Corinthian Plaza Bldg.,
Paseo de Roxas Cor. Gamboa St., Legaspi Village
Makati City
Fax No. : 811-3468
E-mail Address : kundumnl@pngembmnl.com.ph
Working Hours : Monday – Friday
8:30 A.M. to 12:00 P.M.
1:00 P.M. to 4:00 P.M.

(Consular)
Monday – Thursday
8:30 A.M. to 11:30 A.M.

National Day

NAME

Her Excellency Betty Palaso

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 19/03/2019

1:00 P.M. to 3:00 P.M.
Friday
8:30 A.M. to 11:30 A.M.
: 16 September

49. POLAND

Embassy of the Republic of Poland

Chancery : 9th Floor, Del Rosario Law Center, 21st Drive corner 20th Drive, Bonifacio Global City, Tag
Tel. No. : 5-318-2700
Fax No. : None
E-mail Address : manila.amb.sekretariat@msz.gov.pl
Website : <http://gov.pl/web/philippines>
Working Hours : 9:00 A.M. to 5:00 P.M.
National Day : 11 November

NAME

VACANT

Date of Accreditation:

Mr. Jaroslaw Szczepankiewicz

Chargé d' Affaires, a.i.

50. QATAR

Embassy of the State of Qatar

Chancery : No. 32 McKinley Road, North Forbes Park, Brgy. Forbes Park, Makati City 1219
Tel. No. : 851-6666 (Trunk Line)
851-2343 (Ambassador's Office)
Fax No. : 852-1999
E-mail Address : manila@mofa.gov.qa (Ambassador's Office)

cons.manila@mofa.gov.qa (Consular Section)
Working Hours : Monday – Friday
9:00 A.M. to 4:00 P.M.
Consular Hours

9:00 A.M. – 10:30 A.M. (Filing)
2:00 P.M. – 3:00 PM. (Releasing)

National Day : 18 December

NAME

His Excellency Ali Ibrahim A.I. Al-Malki

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 05/24/2016

51. ROMANIA

Embassy of Romania

Chancery : 6th Floor, GC Corporate Plaza, 150 Legaspi St.,
Legaspi Village, Makati City
Tel. No. : 892-7682
Fax No. : 843-9063
E-mail Address : manila@mae.ro
ro.embassy.manila@gmail.com
Website : www.mae.ro
Working Hours : Monday – Friday
9:00 A.M. to 5:00 P.M.
Consular Office
Tuesday and Thursday
3:00 P.M. to 5:00 P.M.
National Day : 01 December

NAME

Mr. Mihail Sion

Chargé d' Affaires, a.i.

Mrs. Laura Maria Sion

52. RUSSIAN FEDERATION

Embassy of the Russian Federation

Chancery : 1245 Acacia Road, Dasmariñas Village, Makati City
Postal Address : 1245 Acacia Road, Dasmariñas Village, Makati, 1220 Metro Manila Philippines
Tel. No. : 817-5406 (Trunkline)
893-0190
Fax No. : 810-9614

E-mail Address : rusembassy.manila@mid.ru

philippines@bk.ru (Consular)

Website : www.philippines.mid.ru

Working Hours : Monday
9:00 A.M. to 6:00 P.M.
Tuesday – Friday
9:00 A.M. to 5:00 P.M.

National Day : 12 June (Day of Russia)

NAME

His Excellency Marat Pavlov

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/02/2020

53. SAUDI ARABIA

Royal Embassy of Saudi Arabia

Chancery : 128 H.V. Dela Costa cor. Sanchez Sts.,
Salcedo Village, Makati City

Postal Address : P.O. Box 2616, Makati Central Post Office
Makati City 1200

Tel. No. : 8-856-4444 (Trunk Line)

Fax No. : 8-856-5331 / 8-856-5332

E-mail Address : ph_amboffice@yahoo.com or phemb@mofa.gov.sa

Website : www.saudiembassy.com.ph

Working Hours : Monday to Friday
9:00 A.M. to 4:00 P.M.

National Day : 23 September

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

Mr.Eisa Abdulrahman H. Almalki

Counsellor

54. SINGAPORE

Embassy of the Republic of Singapore

Chancery : 505 Rizal Drive, Bonifacio Global City, 1634 Taguig City
Tel. No. : 856-9922
856-9922 ext. 110 (Consular)
856-9922 ext. 113 (Visa)
Fax No. : 856-9932
E-mail Address : singemb_mnl@mfa.sg
Website : <http://www.mfa.gov.sg/manila>
Working Hours : Monday – Friday
8:30 A.M. to 5:00 P.M.
National Day : 09 August

NAME

His Excellency Gerard Ho Wei Hong

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 19/03/2019

55. SOUTH AFRICA

Embassy of the Republic of South Africa

Chancery : 29th Floor, Yuchengco Tower, RCBC Plaza,
6819 Ayala Avenue, Makati City
Postal Address : 3339 MCPO, Makati City
Tel. No. : 889-9383
734-0187
Fax No. : 889-9337 (General)
889-9379 (Visa Section)
E-mail Address : manila@dirco.gov.za
Website : www.southafricamanila.com
Working Hours : Monday – Friday
7:30 A.M. to 4:00 P.M.
Visa Hours
(Submission of Application and releasing of visas)
Monday to Thursday
9:00 A.M. to 12:00 P.M.
11:30 A.M. cut-off time
National Day : 27 April

NAME

Her Excellency Bartinah Ntombizodwa Radebe-Netshitenzhe

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/04/2019

56. SPAIN

Embassy of Spain

Chancery : 27th Floor, BDO Equitable Tower
8751 Paseo de Roxas, 1226 Makati City
Postal Address : P. O. Box 1114, MCPO 1251 Makati
Tel. No. : 8-817-6676 / 8-817-9997 / 8-817-8351
8-817-6266 / 8-817-5131 / 8-817-6298
Fax No. : 8-817-4892
E-mail Address : emb.manila@maec.es
Website : www.exteriores.gob.es/Embajadas/MANILA
Working Hours : Monday – Thursday
8:00 A.M. to 4:30 P.M.
Friday
8:00 A.M. to 1:30 P.M.
National Day : 12 October

Consulate General of Spain

Address : 5th floor, A.C.T. Tower, 135 Senator Gil J. Puyat Avenue
1227 Makati City
Postal Address : P.O. Box 1114, Makati Central Post Office 1251 Makati City
Telephone numbers : 818 3561 / 818 3581 / 759 2970 / 759 2971
Email Address : con.manila@maec.es
Website : www.exteriores.gob.es/Consulados/MANILA
Working Hours : Monday to Thursday
8:00 A.M. to 4:00 P.M.
Friday
8:00 A.M. to 1:30 P.M.

NAME

H.E. Jorge Moragas Sanchez

Ambassador Extraordinary and Plenipotentiary

Madame Paloma Tey de Salvador

57. SRI LANKA

Embassy of the Democratic Socialist Republic of Sri Lanka

Chancery : 7th Floor, G.C. Corporate Plaza Building, No. 150
Legaspi Street, Legaspi Village, Makati City

Tel. No. : 812-0124 to 25
Fax No. : 812-0126
E-mail Address : slembmanila@pldtdsl.net
Website : www.slemb.ph
Working Hours : Monday – Friday
9:00 A.M. to 5:00 P.M.
National Day : 4 February

NAME

Her Excellency Shobini Gunasekera

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 12/04/2019

58. SWEDEN

Embassy of Sweden

Chancery : 11th Floor, Del Rosario Law Center, 21st Drive corner 20th Drive, 1630 Bonifacio
Global City, Taguig City, Metro Manila

Business Sweden

Tel. No. : 26/F Marimo, 24/7 Building, 7th Street corner McKinley Street, Bonifacio Global City, T
: 811-7900 (Switchboard)
811-7911 (Ambassador's Office)

Fax No. : 8-864-4171 (Business Sweden)

Fax No. : 811-7940

E-mail Address : ambassaden.manila@gov.se

Business Sweden

ulf.wennblom@business-sweden.se

emmy.brodin@business-sweden.se

Website : www.swedenabroad.com/en-GB/Embassies/Manila/

Working Hours : Monday to Thursday
8:00 A.M. – 4:30 P.M.
Friday
8:00 A.M. – 4:15 P.M.

Business Sweden

Visiting Hours : 8:00 A.M. to 5:00 P.M.
: Monday to Friday (Except holidays)
8:30 A.M. – 11:30 A.M.
National Day : 6 June

NAME

His Excellency Harald Fries

Ambassador Extraordinary and Plenipotentiary

Mme. Susan Fries

Date of Accreditation: 12/06/2016

59. SWITZERLAND

Embassy of the Swiss Confederation

Chancery : 24th Floor, BDO Equitable Tower
8751 Paseo de Roxas, 1226 Makati City
Postal Address : P.O. Box 2068, Makati Central Post Office, 1260 Makati
Tel. No. : 845-4545
Fax No. : 845-4538
E-mail Address : manila@eda.admin.ch
Website : www.eda.admin.ch/manila
Working Hours : Monday – Thursday
8:00 A.M. to 5:00 P.M.
Friday
8:00 A.M. to 2:00 P.M.
National Day : 01 August

NAME

His Excellency Alain Gaschen

Ambassador Extraordinary and Plenipotentiary

Mme. Daniela Brabara Gaschen

Date of Accreditation: 08/20/2019

60. THAILAND

The Royal Thai Embassy

Chancery : 107 Thailand (Rada) St., Legaspi Village,
Makati City
Tel. No. : 815-4219 to 20

Fax No. : 815-4221
E-mail Address : infomnl@pldtdsl.net
Website : www.thaiembassymnl.ph
Working Hours : Monday – Friday
9:30 A.M. to 12:30 P.M.
1:30 P.M. to 5:00 P.M.
National Day : 05 December (National Day of the Kingdom of Thailand,
the Birthday Anniversary of His Majesty the Late King Bhumibol
Adulyadej and Thailand's Father's Day)

NAME

His Excellency Vasin Ruangprateepsaeng

Ambassador Extraordinary and Plenipotentiary

Madame Sirintra Ruangprateepsaeng

61. TIMOR LESTE

Democratic Republic of Timor Leste

Chancery : The Discovery Centre, 26th Floor, Unit 2601, at 25 ADB Avenue, Ortigas Centre, Pasig City

Tel. No. : 638-0651

Fax No. : 637-9408

E-mail : timorlesteembassyinmanila@gmail.com

Website : Embassy of Timor-Lests in the Philippines Facebook Page

Working Hours : Monday – Friday
9:00 A.M. to 12:00 NN
1:00 P.M. to 5:00 P.M.

National Day : 28 November (Independence Day)

NAME

His Excellency Jose Gaspar Dos Reis Correia Piedade

Ambassador Extraordinary and Plenipotentiary

Mrs. Maria Da Conceicao Correia De Lemos

Date of Accreditation: 01/18/2018

62. TURKEY

Embassy of the Republic of Turkey
Chancery, Trade, and Military Office

Tel. No.

: 2268 Paraiso Street, Dasmariñas Village
Makati City 1222

: 8-843-9705

8-843-9707

8-888-5699 (Ambassador's Office)

8-889-4636 (Trade Office)

: 8-843-9702

8-889-4637 (Trade Office)

Fax No.

E-mail

: embassy.manila@mfa.gov.tr

manila@economy.gov.tr (Trade Office)

asat.manila@tsk.tr (Military Office)

Working Hours

manila@tika.gov.tr (TIKA)

: 0900H - 1200H Visa/Consular Application

0900H - 1800H Chancery

National Day

: 29 October

NAME

Her Excellency Artemiz Sumer

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 19/03/2019

63. UNITED ARAB EMIRATES

Embassy of the United Arab Emirates

Chancery : 16th Flr. Commerce and Industry Plaza Building, 1030
Corner Campus and Park Avenue McKinley Town Center,
Fort Bonifacio, Taguig City 1634

Tel. No. : 8-822-1777 / 822-2777 / 822-3777/822-4777

Fax No. : 8-555-1843

E-mail Address : ManilaEMB@mofaic.gov.ae

Website : <https://www.mofa.gov.ae/EN/DiplomaticMissions/Embassies/Manila/Pages/home.aspx>

Working Hours : Monday – Friday
9:00 A.M. to 4:00 P.M.

National Day : 02 December

NAME

Vacant

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation:

Shaikh (Mr.) Saoud Ali Mohammed Ali Almualla

Chargé d' Affaires, a.i.

**64. UNITED KINGDOM OF GREAT BRITAIN
AND NORTHERN IRELAND**

Embassy of the United Kingdom of Great Britain
and Northern Ireland

Chancery : 120 Upper McKinley Road, McKinley Hill, Taguig City 1634
Postal Address : P.O. Box 2927 Makati City
Tel. No. : 8-858 2200 (Trunkline)
Fax No. : 8-858 2371 (Corporate Services)
 8-858 2305 (Visa)
 8-858 2342 (Consular)
E-mail Address : ukinthephilippines@fco.gov.uk
Website : <https://www.gov.uk/government/world/organisations/british-embassy-manila>
Working Hours : Monday – Friday
 8:00 A.M. to 5:00 P.M.

National Day : Queen's Birthday (date of celebration varies each year)

NAME

His Excellency Daniel Robert Pruce

Ambassador Extraordinary and Plenipotentiary

Mme. Rachael Elizabeth Morgan

Date of Accreditation: 09/13/2017

Mr. Alastair Walton Totty

Deputy Chief of Mission

65. UNITED STATES OF AMERICA

Embassy of the United States of America

Chancery : 1201 Roxas Boulevard
 Manila 1000
Postal Address : P.O. Box 151 Manila
Tel. No. : 301-2000
Fax No. : 301-2399

Website : <https://ph.usembassy.gov/>
Working Hours : 7:30 A.M. to 4:30 P.M.
Monday – Friday
National Day : 4 July (Independence Day)
NAME
Vacant

Date of Accreditation:

Mr. John C. Law

Chargé d' Affaires, a.i.

Mrs. Joanne M. Law

66. VENEZUELA

Embassy of the Bolivarian Republic of Venezuela

Chancery : Unit 17 A, 17th Floor, Multinational Bancorporation
Center, 6805 Ayala Ave., Makati City 1226

Tel. No. : 845-2841 to 42

Fax No. : 845-2866

E-mail Address : venezemb@info.com.ph (Chancery)
venezcon@info.com.ph (Consular Section)

venezadm@infor.com.ph (Administration)

Website : <http://filipinas.embajada.gov.ve/>

Working Hours : Monday – Friday
9:00 A.M. to 5:00 P.M.

National Day : 5 July

NAME

Her Excellency Capaya Rodriguez González

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation : 05/24/2016

67. VIETNAM

Embassy of the Socialist Republic of Viet Nam

Chancery : 670 Pablo Ocampo St., (formerly Vito Cruz) Malate, Manila

Postal Address : 670 Pablo Ocampo St., (formerly Vito Cruz) Malate, Manila

Tel. No. : 521-6843 (101) (Chancery)

Fax No. : 526-0472 (Chancery)

Website : <https://vnembassy-manila.mofa.gov.vn/en-us>
E-mail Address : vnembph@mofa.gov.vn
Working Hours : Monday – Friday
9:00 A.M. to 12:00 P.M.
Monday – Friday
2:00 P.M. to 5:00 P.M.
National Day : 2 September

NAME

His Excellency Hoang Huy Chung

Ambassador Extraordinary and Plenipotentiary

Date of Accreditation: 06/19/2020

.

CALL US

For Passport Appointment Concerns

8 234 3488

**Passport, Authentication, &
Other Consular Inquiries**

8 651 9400

[Satellite/Regional
Consular Offices Directory](#)

DFA Home Office
(02) 8 834-3000
(02) 8 834-4000

VISIT US

DFA Home Office
2330 Roxas Boulevard

Pasay City
Metro Manila, Philippines

Office of Consular Affairs
Bradco Avenue, corner
Macapagal Boulevard
ASEANA Business Park
Paranaque City, Metro Manila
Philippines

OFFICES HEADED BY CAREER CONSULAR OFFICER

COUNTRY	CAREER CONSULAR OFFICER	ADDRESS	TELEPHONE	EMAIL ADDRESS
1. CHINA	Mr. Zhou Youbin Consul and Head of Post Mr. Tian Chuanjiang Consul	Consulate of the People's Republic of China (Laoag) 216 National Highway, Brgy. 1, San Francisco, San Nicolas, Ilocos Norte 2901	T: (77) 670- 6355 T: (77) 670- 6338	No email
2. INDONESIA	Mr. Dicky Fabrian Consul General	Consulate General of Indonesia , (Davao City) Ecoland Drive, Ecoland Subdivision Matina P.O. Box 81038, Davao	(082) 299-2930 to 34 (082) 297-3462 (082) 297-0139	http://www.kemlu.go.id/davaocity
3. JAPAN	Mr. Yoshiaki Miwa Consul General	Consulate General of Japan in Davao 4th Floor, B.I. Zone Building J.P. Laurel Ave., Bajada Davao City 8000 Philippines P.O. Box 80637	T: (082) 221- 3100, 221-3200 F: (082) 221- 2176	
4. KOREA	Mr. Uhm Won Jae Consul General	Consulate of the Republic of Korea in Cebu 12/F Chinabank Corporate Center, Samar Loop cor. Panay Rd., Cebu Business Park, Cebu City 6000	(032) 231-1516 to 19 (032) 231-2950	consulcebu.ph@mofa.or.kr koreanconsulatecebu@gmail.com

5. MALAYSIA	Mr. Nur Misuari bin Harun Consul General	Consulate General of Malaysia 3rd Floor, Florantine Bldg., A. Bonifacio Street, 8000 Davao City	(082) 221-4050 (082) 221-1368 (082) 221-4014	mwdavao@skynet.net maldavao@kln.gov.my malcg@dv.webling.com
6. VANUATU	Mr. James William Armitage Consul General	Consulate General of the Republic of Vanuatu Level 10-1 Fort Legend Tower, 31 st Street, Bonifacio Global City, Taguig	T: (02) 3 224 2086 M: 09776270933	cg@vanuatuconsulate.ph

OFFICES HEADED BY HONORARY CONSULAR OFFICER				
COUNTRY	HONORARY CONSULAR OFFICER	ADDRESS	TELEPHONE	EMAIL ADDRESS
7. ANGOLA	Mrs. Helen Ong Consul ad honorem	Consulate of the Republic of Angola #10 24th Street, East Bajac Bajac, Olongapo City, Zambales, Philippines	To follow	CZARINA_TOWER1@yahoo.com marian_mom@yahoo.com angolaconsulate@gmail.com
8. AUSTRIA	Mrs. Julie Alegrado - Vergara	Consulate of the Republic of Austria (Cebu) CRM Bldg, Escario	(032) 231- 0605 (032) 231-0437	austrianconsulatecebu@bluewater.com.ph

	Consul ad honorem	cor. Molave Sts., Cebu City		
9. AZERBAIJAN	Mr. Jose De Venecia III Consul ad honorem	Consulate of Azerbaijan Unit 2C, Asia Tower, 151 Benavidez Street cor. Paseo De Roxas, Legaspi Village, Makati City	8-576-5159	executiveassistant@faenero.com
10. BAHRAIN	Mr. Amable Aguiluz IX Consul ad honorem	Consulate of the Kingdom of Bahrain 5470 Osmena Highway, 4th Floor, RGV Building, Barangay Bangkal, Makati City, Philippines	T: 8-804-2497 F: 8-804-1563	enquiry@bahrainconsulate.com.ph www.bahrainconsulate.com.ph
11. BANGLADESH	Ms. Joji Ilagan Bian Consul General ad honorem	Consulate of the People's Republic of Bangladesh JIB IMS, Simeon De Jesus Street, Davao City 8000	T: (082) 305- 8833 M: 0922-824- 5009 0998-972-0474	bdconsulate.mindanao@gmail.com

12. BELARUS	Mrs. Anna Marie Ablan Consul ad honorem	Consulate of the Republic of Belarus 15D, 15th Flr. Asia World Complex, Parañaque City, Metro Manil	T: 216-0279	bela.consul@gmail.com
13. BELGIUM	Mr. Enrison T. Benedicto Consul ad honorem	Royal Belgian Consulate Doña Emilia Benedicto Bldg.#7 E. Benedicto St. Cebu City 6000	(032) 255-3200 (032) 255-8200	belgiumconsulatecebu@yahoo.com
14. BELIZE	Mr. Lee Anthony Del Pan Consul ad honorem	Consulate of Belize (Manila) Room 502 Don Alfonso Condominium U.N. Ave. cor Guerrero St. Ermita Manila	336-8305 522-0066 336-9682	survey@rjdelpa.com.ph lee@rjdelpa.com.ph
15. BOTSWANA	Mr. Philip J. Chien Consul ad honorem	Consulate of the Republic of Botswana Unit 202, First Global Building, #122 Gamboa St., Legaspi Village, Makati City	894-3420 882-9999 loc. 104	cha.suzara@gmail.com pjc@gsat@gmail.com

16. BULGARIA	Mr. Rene Locsin Ledesma Sr. Consul ad honorem	Consulate of the Republic of Bulgaria #6 Lippay St. San Lorenzo Village Makati City	817-5449 812-1169 812-1173	renelledesma@yahoo.com sagnesarro@yahoo.com
17. BURKINA FASO	Mr. Robert C. Goyutay. Consul ad honorem	Consulate of Burkina Faso Unit 31-D Marina Square Suites Condominium M.H. Del Pilar Street, Malate Manilay	243-2789 310-7445	robertcgo@yahoo.com
18. CANADA	Mrs. Katherine Lynne Rivera Consul ad honorem	Consulate of Canada RD Corporate Center, 96 Governor M.C. Cuenco Ave., Banilad, Cebu City	T: 256-3320 F: 238-3421	canada.ceb@gmail.com
19. COSTA RICA	Mr. Fausto R. Preysler Jr. Consul General ad honorem	Consulate General of the Republic of Costa Rica 2nd Floor, First Lucky Place, 2259 Pasong Tamo Ext., Makati City, 1231	T: 816-7851 to 58 818-6740 F: 867-1904 813-6949	preysler@smithbell.com.ph exec.secretary@smithbell.com.ph
20. COTE D'IVOIRE	Mr. Vicente J. Carlos	Consulate of the Republic of Cote d' Ivoire	812-7344 812-7343	vincecarlos@gmail.com dax_carlos@yahoo.com

	<p>Consul ad honorem</p> <p>Mr. Juan Antonio Carlos</p> <p>Vice Consul ad honorem</p>	<p>Unit 3D 3/F LTA Bldg. 118 Perea St. Legaspi Village, Makati City</p>		
21. CROATIA	<p>Mr. Edgardo P. Reyes</p> <p>Consul ad honorem</p>	<p>Consulate of the Republic of Croatia 4th Floor, Enzo Bldg. 399 Sen. Gil Puyat Ave., Makati City</p>	<p>T: 895-2709 T: 890-1919</p>	<p>croatia.manila@gmail.com</p>
22. CYPRUS	<p>Mrs. Kristen Nicole M. Toundjis-Brindisi</p> <p>Consul General ad honorem</p>	<p>Consulate General of the Republic of Cyprus</p> <p>LG-03, Lower Ground Suite, Crispina Bldg., 1589 Quezon Avenue, West Triangle, Quezon City 1104</p>	<p>TF: 925-1467 C: 0917-5266207</p>	<p>cyprusconsulate@elgrecomanila.com</p>
23. CZECH REPUBLIC	<p>Mr. Guilbert C. Go</p> <p>Consul ad honorem</p>	<p>Consulate of the Czech Republic (Davao) 5th Floor Mintrade Center, Monteverde Street,</p>	<p>T: (082) 226-8888 F: (082) 234-9999 C: 0917-5278888 0918-9188888</p>	<p>davao@honorary.mzv.cv guilbert_go@yahoo.com</p>

		cor. Sales St. Davao City		
24. DENMARK	Mr. Perry Pe Consul General ad honorem	Royal Danish Consulate (Cebu) Unit 1204, Insular Life Cebu Business Centre Mindanao Avenue cor. Biliran Road, Cebu Business Park Cebu City 6000	T:(032) 266- 5930 F: (032) 266- 5932	perry.pe@romulo.com romulo@romulo.com
25. DJIBOUTI	Mr. Charlie A.V. Gorayeb Consul ad honorem	Consulate of the Republic of Djibouti CVG Centre, No. 36 First Ave., Cubao, Quezon City	723-4922 723-4920	djibouti@mindgate.net
26. DOMINICAN REPUBLIC	Mr. George Litton, Jr. Consul General ad honorem	Consulate General of the Dominican Republic 37 Banaba Rd., South Forbes Park, 1220 Makati City	810-6548 236-4875	consudom_mm@yahoo.com
27. ECUADOR	Mr. Oscar J. Hilado Consul General ad honorem	Consulate General of the Republic of Ecuador The Phinma Plaza,	T: 870-0100 F: 870-0510	ojh@phinma.com.ph ccselda@phinma.com.ph

		#39 Plaza Drive, Rockwell Center, Makati City		
28. EL SALVADOR	Mrs. Maria Josefina B. Ortigas de Duarte Consul ad honorem	Consulate of the Republic of El Salvador 10th Floor, Ortigas Bldg., Ortigas Ave., Pasig City 1600	631-1231 to 38 631-2761	elsalvador@ortigas.com.ph elsalvador@gmail.com
29. ERITREA	Mr. George T. Yang Consul General ad honorem Mr. Richmond S. Yang Consul ad honorem	Consulate of the State of Eritrea (Manila) 5th Floor, F & M Lopez II Bldg., 109 Carlos Palanca St., Legaspi Village, Makati City 1209	817-8888 813-0934	george.yang@ph.mcd.com
30. ESTONIA	Mr. Fernando Martin Peña Consul ad honorem	Consulate General of the Republic of Estonia (Subic, Olongapo) 1460 Argonaut Highway, Cubi Point, Subic Bay Freeport Zone, Olongapo City	T: 832-3283 F: 832-2760	jnpena@mydestiny.net

31. ETHIOPIA	Mr. Federico Borromeo, Jr. Consul ad honorem	Suite 2002, Tycoon Center, Pearl Drive, Ortigas Center, Brgy. San Antonio, Pasig City	730-3450	ethiopiaconsulgen@gmail.com aec.ethiopiaconsulate@gmail.com
32. FIJI	Mr. Jesus Morente Pineda Jr. Consul ad honorem	Consulate of Fiji Executive Offices, JMP Bldg., Jose Cruz St., Brgy. Ugong, Pasig City	671-2781 621-3674 671-7132	No email
33. FRANCE	Mr. Michael Lhuillier Consul ad honorem	Consulate of the Republic of France 2nd Floor, Q.C. Pavilion Gorordo Avenue, 6000 Cebu City	(032) 232-1311	agencesconsulaire@lesasmisdelafance.ph
34. FINLAND	Mr. Ramon K. Ilusorio Consul General ad honorem	Consulate General of Finland 22 nd Floor, Multinational Bancorporation Center, 6805 Ayala Avenue, Makati City	T: 817-1511 to 15 F: 811-1024	rki@mib.com.ph
35. GABON	Mr. Eduardo L. De Guzman Consul ad honorem	Consulate of the Gabonese Republic 2nd Floor, Sky Freight Bldg., Sky Freight Center	854 5682 852-1888	ELGuzman@skyfreight.com.ph MJArnaldo@skyfreight.com.ph

		Ninoy Aquino Avenue, Parañaque City 1700		
36. GAMBIA	Mrs. Maria Agnes T. Huibonhoa Consul ad honorem	Consulate of the Islamic Republic of Gambia 1202 Tower A, Ritz Tower, 5745 Ayala Ave., Makati City	815-3375 817-1968 815-3639 817-5691	agneshuibonhoa@yahoo.com
37. GEORGIA	Mr. Thelmo Luis O. Cunanan Jr. Consul ad honorem	Unit 6-H, Burnham View Apartments, Kisad Road, Baguio City	C: 0917- 5286295	georgiaconsulphil@gmail.com consul@georgia.ph
38. GERMANY	Mr. Franz Gerhard Seidenschwarz Consul ad honorem	Consulate of the Federal Republic of Germany (Cebu City) Ford's Inn, A S Fortuna St., cor. Banilad Road, Cebu City	0929-6676386 0927-5362044	http://www.honorarkonsul-cebu.de/ cebu@hk-diplo.de
39. GHANA	Mr. Carlos S. Rufino Consul ad honorem	Consulate of the Republic of Ghana Unit 9-2, 9th Flr., Net One Center, 26th St. cor. 3rd Avenue, Bonifacio Global	TF: 818-0588	ghanaconsul.philippines@gmail.com csrufino@gmail.com

		City, 1634 Taguig City, Metro Manila		
40. GUATEMALA	Mrs. Amelia R. Ablaza Consul ad honorem Mr. Marc Thomas R. Ablaza Vice Consul ad honorem	Consulate of the Republic of Guatemala 5th Floor,Ablaza Bldg., 117 E. Rodriguez Sr., Ave.,Quezon City	732-5151 to 55 743-0166 712-1964	ablzagrp@mozcom.com ablzagrp@yahoo.com consul.ablaza@gmail.com
41. GUINEA	Mrs. Marinella Rebong Gonzales Consul ad honorem	Consulate of the Republic of Guinea Ground Floor, P & L II Condominium 5598 Pres Osmeña Highway corner Arellano Ave., Palanan, Makati City	832-0464 556-6336	consulofguinea@yahoo.com
42. GUYANA	Consul Joseph D'Oliveira Consul ad honorem	Consulate of the Republic of Guyana 9G Yakal Road, Tivoli Royale Matandang Balara,	T: 236-4517	guyanaconsulate.ph@gmail.com

		Quezon City		
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2	CAR	Cordillera Administrative Region	JOVITA A. GANONGAN	Baguio Tourism Complex, Governor Pack Road, 2600 Baguio City	0999 997 6313	(6374) 442 7014 / 424 8667	(6374) 442 8848	dotcar@tourism.gov.ph
3	REGION I	North Luzon Region	JOSEPH FRANCISCO R. ORTEGA // Jeff Ortega	Oasis Country Resort Hotel, Nat'l Highway, Brgy. Sevilla, San Fernando City 2500 La Union	0998 555 1990	(6372) 242 1656	(6372) 888 2098 / 888-2411	dot1@tourism.gov.ph
4	REGION II	Cagayan Region	FANIBETH DOMINGO// Panabet	#2 Dalan na Pav-vurulan, Regional Government Center Carig Sur Tuguegarao City, 3500 Cagayan	0968 811 2676	(6378) 373-9563 / 304-1499 / 373-0786	6378) 304-1503	dot2@tourism.gov.ph
5	REGION III	Central Luzon Region	CAROLINA D. UY // Caroline	3rd Floor Robinson's Place Angeles, Balibago, Angeles City 2009, Pampanga	0906 248 8338	(6345) 458-2358 / 625-8525	(6345) 961 2617	dot3@tourism.gov.ph
6	REGION IV-A	CALABARZON	MICHAEL A. PALISPIS	CALABARZON OFFICE Dencris Business Center, Halang, National Highway, Calamba City, 4027 Laguna	0908 895 3076	(6349) 508-0761 / 508-0748	(6349) 508-0760 / 508-0741	dot4a@tourism.gov.ph
7	REGION IV-B	MIMAROPA	ENGR. CHRISTOPHER V. MORALES	MIMAROPA OFFICE 2nd Flr The New DOT Bldg. , 351 Sen. Gil Puyat Avenue Brgy. Bel-Air II.Makati City 1200	0917 825 3543	(02) 8890-1014 / 459-5200 loc. 210	(02) 8890-0945	dot4b@tourism.gov.ph
8	REGION V	Bicol Region	FE BUELA	Regional Center Site Rawis, 4500 Legazpi City	0917 705 9335	(052) 742-5004	--	dot5@tourism.gov.ph
9	REGION VI	Western Visayas Region	ATTY. HELEN J. CATALBAS	Western Visayas Regional Tourism Center, Capitol Grounds, Bonifacio Drive, 5000 Iloilo City	0917 622 7979	(6333) 509-3550	(6333) 335-0245 / 337-5411	dot6@tourism.gov.ph
10	REGION VII	Central Visayas Region	SHAHLIMAR H. TAMANO	Ground Floor, LDM Bldg., cor. Legaspi and MJ Cuenco Sts., 6000 Cebu City	0917 800 9773	(032) 412-1980 / 412-1967	(032) 254-2711	dot7@tourism.gov.ph
11	REGION VIII	Eastern Visayas Region	KARINA ROSA S. TIOPES, CESO III	Brgy. 25 Kanhuraw Hill, Magsaysay Blvd. 6500 Tacloban City	0918 897 6225	--	(6353) 832-0901	dot8@tourism.gov.ph
12	REGION IX	Zamboanga Peninsula Region	MYRA PAZ V. ABUBAKAR	GF Zamboangan Bayanihan, Cooperative Building Gen Vicente Alvarez Street cor. Claveria Street, Zone IV 7000 Zamboanga City	0917 710 4777	(6362) 993-0030	(6362) 955-2477	dot9@tourism.gov.ph
13	REGION X	Northern Mindanao Region	MARIE ELAINE S. UNCHUAN	DOT Building, Limketkai Center 9000 Cagayan de Oro City	0917 792 0001	(088) 880-0172	(6388) 856-4048	dot10@tourism.gov.ph
14	REGION XI	Southern Mindanao Region	TANYA VIRGINIA P. RABAT-TAN	Rm. 512, LANDCO Corporate Center Bldg. J.P. Laurel Ave., 8000 Davao City	0920 900 5518	(6382) 221 0070 / 221 6955	(6382) 225 1940	dot11@tourism.gov.ph
15	REGION XII	South Central Mindanao Region	ARMIN H. HAUTEA	Door #6 & 7, KL Lucena Realty Bldg. Alunan Avenue cor. Jose Abad Santos St, 9506 Koronadal City	0906 409 9674	--	(6383)228-8667 / 520-1274	dot12@tourism.gov.ph

16	REGION XIII	CARAGA Region	MARY JEAN A. CAMARIN	Butuan VPH Building 2 T. Calo Extension, 8600 Butuan City	0908 866 4711	(0917)-3374606 / (0938)- 1580681	(6385) 815 6040	dot13@tourism.gov.ph
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1. LAOAG	INTERNATIONAL	LAOAG CITY, ILOCOS NORTE	RONALD V. ESTABILLO	CAAM	TeleFAX (077) 670-0446/670-8577	laoag_airport@caap.gov.ph
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2. SUBIC BAY INT'L. AIRPORT AUTHORITY	INTERNATIONAL	SUBIC BAY, OLONGAPO CITY	JERICO D. CAMPUS	OFFICER-IN-CHARGE	(047) 252-6450 loc. 3460	-
	INTERNATIONAL	SUBIC BAY, OLONGAPO CITY	B/GEN. MARCELO S. SANTOS (Ret.) (SBIAA)	AIRPORT MANAGER	(047) 252-3131	
			Tower:			subicats@caap.gov.ph
3. CLARK INTERNATIONAL AIRPORT	INTERNATIONAL	Andres Bonifacio Avenue, Clark Freeport, Mabalacat, 2023 Pampanga	Ms. Bi Yong Chungunco	CEO of LIPAD (Luzon International Premier Airport Development Corp.)	(045) 598 5131	

4.5.&6. NINOY AQUINO INT'L. AIRPORT AUTHORITY (NCR) (T1- T2 & T3)	INTERNATIONAL	PASAY CITY, METRO MANILA	ED MONREAL	GENERAL MANAGER	831-6205 / 832-2938	
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7. ILOILO AIRPORT	INTERNATIONAL	BRGY. DUYAN-DUYAN, CABATUAN, ILOILO	MS. MANUELA LUISA F. PALMA	Acting AIRPORT MANAGER	(033) 320-8058 / 333-0024	iloilo_airport@caap.gov.ph
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8. PTO. PRINCESA	INTERNATIONAL	PTO. PRINCESA CITY, PALAWAN	ATTY RAFAEL A. TATLONGHARI	AREA CENTER MANAGER	(048) 433-4965	puertoprincesa_airport@caap.gov.ph
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9. KALIBO	INTERNATIONAL	KALIBO, AKLAN	ENGR. EUSEBIO F. MONSERATE JR.	OFFICER-IN-CHARGE	TeleFAX (036) 262-3264	kalibo_airport@caap.gov.ph
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10. PANGLAO	INTERNATIONAL	PANGLAO-BOHOL BRGY. TAWALA PANGLAO-BOHOL	MR. ANGHELO B. IBAÑEZ	ASSIST. AIRPORT MANAGER	(038) 412-9999 / 412-9972	panglao_airport@caap.gov.ph bpia.aocc@gmail.com
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11. & 12. MACTAN-CEBU INT'L. AIRPORT AUTHORITY (T1 & T2)	INTERNATIONAL	MACTAN, LAPU-LAPU CITY, CEBU	ATTY. JINKY Z. ANG	OFFICER-IN-CHARGE	(032) 340-8116 / 8197 / TeleFAX No. (032) 341-2403	
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13. DAVAO INTERNATIONAL AIRPORT	INTERNATIONAL	DIVERSION ROAD, BUHANGIN, DAVAO CITY	ENGR. REX A. OBCENA	AIRPORT MANAGER	(082) 234-3615 / 235-0007	davao_airport@caap.gov.ph
14. ZAMBOANGA	INTERNATIONAL	ZAMBOANGA CITY, ZAMBO., DEL SUR	ENGR. RODERICK V. TUGADE	OFFICER-IN-CHARGE	(062) 991 - 1394 /(062) 990-2745 / TeleFAX No. (062) 991-9372 billing dept. ma'am kc (062) 310 4055	zamboanga_airport@caap.gov.ph
15. GEN.SANTOS(Tambler) (SOCCSKSARGEN)	INTERNATIONAL	GEN. SANTOS CITY, South Cotabato	MR. JOEL V. GAVINA	AIRPORT MANAGER	(083) 878-0608 Mng'r office	generalsantos_airport@caap.gov.ph

