

JOB REQUEST

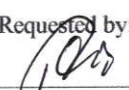
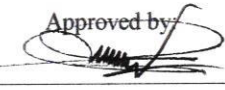
Entity Name: NATIONAL BOOK DEVELOPMENT BOARD

Cluster : 01

Office/Section : NBDB	JR No. : <u>2021 020</u>	Date: <u>FEB 11 2021</u>
	Responsibility Center Code : _____	

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>PROVISION OF LAY-OUT AND BOOK DESIGN FOR 2021 NBDB PUBLICATIONS</p> <p>Scope of Work: Provide creative graphic design and layout for NBDB publications with the end product as high resolution digital, print-ready copy of the publication, and compilation of digital copy of images (PDF, TIFF, etc) used in the publication. Publications include NCBA catalog, NBDB writing journal, Book publishing industry data, NBDB annual report, and NBDB capacity development modules Conceptualize visuals based on requirements and taking into consideration gender and development perspective. Develop illustrations, artworks, logos and other designs using software or by hand Provide 3 mockup designs and layouts to be chosen from. Work closely with the team for the improvement and revisions. Maximum of three (3) revisions. Deliver output based on the agreed timeline.</p> <p>Qualifications: Years of experience - with 5 years of experience in the field/s of creative content creation/development, marketing and communications strategies, advertising, graphics or layout design/multimedia arts and other similar and/or relevant fields. Professional Background - Communication, Design and Arts, Marketing Communications, Multimedia Arts, Fine Arts, Arts Management, Digital Media, Advertising, and other similar and/or relevant fields. Similar/relevant engagements: with four (4) engagements/projects in the last five (5) years that are similar or relevant to this project. Current workload relative to capacity: At most (4) ongoing projects.</p> <p>Project Timeline: March to May 2021 NCBA catalog (Mar 15) NBDB writing journal (Mar 15) Book publishing industry data (Apr 15) NBDB annual report (Apr 30) NBDB capacity development modules (May 15)</p> <p>Professional Fee: P224,500.00 (subject to applicable government tax)</p> <p>Those interested must submit their: 1) Letter of intent with proposed costing, 2) Curriculum vitae, 3) Portfolio of creative work, and 4) Copy of PhilGEPS registration</p> <p>RYAN A. ESTEBAN Officer-in-Charge National Book Development Board (NBDB) 3/F Regalado Hive Building , Regalado Avenue, Fairview Park Subdivision, Fairview, Quezon City 1118 Email: oed@nbdb.gov.ph (cc: balisi.ajr@nbdb.gov.ph)</p> <p>Deadline of submission is 19 February 2021 (Friday), 2:00 pm. Successful candidates will be notified within eight (8) working days after the deadline.</p>	1		

PURPOSE: PROVISION OF LAY-OUT AND BOOK DESIGN FOR 2021 NBDB PUBLICATIONS

Signature : _____ Printed Name : RHONNELL DC. DACIO Designation : Project Development Officer IV	Requested by:  _____ RHONNELL DC. DACIO Project Development Officer IV	Approved by:  _____ RYAN A. ESTEBAN Officer-in-Charge
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Republic of the Philippines
National Book Development Board

OED-M-2021- 06

Approved!
[Signature]

For : **RYAN A. ESTEBAN**
Officer In Charge

From : *[Signature]*
MARIA CAROLINA M. TAPIA
Project Development Officer V

Date : **25 January 2021**

Subject : **Layout, editorial and printing services for the "Writing Stories for Children" module**

In light of the various capacity building projects of NBDB to train and equip stakeholders in the publishing industry in the regions particularly, the content creators, the Education and Training Division would like to propose the development of training (trainee and trainers) modules in creative writing entitled "Writing Stories for Children". Part of the development process is the layouting, editing and printing of the modules. Since there is a shortage of creative (graphic and layout) and editorial personnel, outsourcing these services is needed.

To cover the expenses of the said event, we would like to request for a budget amounting to **TWO HUNDRED FIVE THOUSAND FIVE HUNDRED PESOS (P 205,500.00)** sourced through the budget for Capacity Building & Trade Promotion Incentives (CBTPI).

For your approval. Thank you.

Below is the breakdown of expenses for your reference.

Classification of Expenses	Gross Amount	Remarks/particulars	Disbursement Schedule
Other Professional Fees	80,000.00	Lay-out and graphic work (Contract of Service for 2 modules (trainee and trainer)	April – May 2021
Other Professional Fess	34,500.00	Content Editor – 23,000 Language editor- 11,500	March - April 2021
Postage and courier services	1,500.00	Postage and courier services	February – June 2021
Printing and Publication Expenses	89,500.00	Student Module- 500 cps* 150= PhP 75,000 Trainer's Module- 50 cps*280= PhP14,000 Tarpaulin- 500.00	March – June 2021
Total Proposed Budget	P 205,500.00		