



Republic of the Philippines
National Book Development Board


AF MEMORANDUM


No. 6, s. 2021

Approved!

02/22/2021

For : **RYAN A. ESTEBAN**
OIC Executive Director

Through : 
FLORDELIZ A. ABIAD
Supervising Administrative Officer

From : 
RHONNELL DC. DACIO
Project Development Officer IV

Subject : **Purchase of 6 Units Contactless Alcohol Dispenser and 2 Units Contactless Thermal Scanner**

Date : **22 February 2021**

As part of our efforts to combat the spread of COVID 19 and to continuously monitor the employees' physical well-being as well as NBDB stakeholders and the transacting public visiting the NBDB office, we would like to respectfully request for the approval of purchase of six (6) units contactless alcohol/sanitizer dispenser and two (2) units contactless thermal scanner. Amount to be requested is **FIFTY-ONE THOUSAND PESOS (Php51,000.00)** and shall be charged under General Administrative and Support Services.

For your approval.

Attach: as stated

cc: Records
Supply
Budget



Control No. :	_____
Date :	_____
Fund Cluster:	01

2021 Project Proposal/Budget Request Form

(Form Revised as of December 2017)

PPA (PREXC):		<i>Capacity Building & Trade Promotion Initiatives (CBTPI)</i>		<i>Administration of Awards, Grants & Incentives (AAGI)</i>		<i>Policy Development, Research, Information Mgt. System & Information Campaign (PDRIMSIC)</i>	/	<i>General Administration and Support Services (GASS)</i>
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Program/Project/Activity (PPA) Title: Purchase of Contactless Alcohol Dispenser and Contactless Thermal Scanner


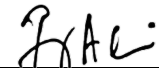

Date of PPA Implementation: February to March 2021

Brief Description of the PPA: For safe monitoring of employees and guests and to combat spread of Covid19 and other viruses

Gender and Development (GAD) Component:

- GAD Classification/Score:
- Budget Allocation/Attributed Budget (GAD Score % X Proposed Budget):
- Description of GAD Component in the PAP:
- Expected GAD Outcome:

Classification of Expenses	Gross Amount	Remarks/particulars	Disbursement Schedule
Semi-expendable Other Machinery and Equipment UACS 5020322001	P51,000.00	To be used on NBDB Entrances and near restrooms used by the employees/visitors	February to March, 2021
Total Proposed Budget	P51,000.00		

A. Requested by:		B. Recommended by:	
Signature:		Signature:	
Printed Name:	RHONNELL DC DACIO	Printed Name:	FLORDELIZ A. ABIAD
Position:	Project Development Officer IV (Requesting Officer)	Position:	Supervising Administrative Officer (Immediate Supervisor)
Date:		Date:	
C. Funds earmarked for the purpose indicated above:		D. Approved by:	
Signature:		Signature:	
Printed Name:	ALDA MAE M. MURILLO	Printed Name:	RYAN A. ESTEBAN
Position:	Administrative Officer V (Budget Officer)	Position:	OIC Executive Director
Date:		Date:	

PURCHASE REQUEST

Entity Name: National Book Development Board

Fund Cluster: 01

Office/Section: A&F	PR No.: 2021 - 023 Responsibility Center Code : _____	Date: February 22, 2021
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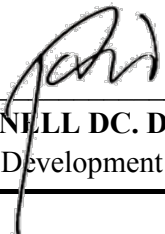
Stock/ Property No.	Unit	Item Description	Qty	Unit Cost	Total Cost
	Lot	Supply, Delivery and Installation of the following:	1		
	Piece	Dispenser for alcohol/hand sanitizer	6		
		- with stand			
		- contactless			
		- battery operated			
		- drip type (liquid and gel)			
		- up to 1000ml capacity			
	Piece	Thermal Scanner with bracket stand	2		
		- Maximum 5 seconds response time			
		- Alarm in case of abnormal temperature			
		- Measuring distance max of 10cms.			
		- Can be used via USB charging or battery			
		- With digital display			
		- Temperature range: 0 - 50 Degreeess C			
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Purpose: For temperature monitoring and santitizing of NBDB employees and stakeholders/visitors.

Requested by:

Approved by:

Signature :



Printed Name : **RHONNELL DC. DACIO**

Designation : Project Development Officer IV



RYAN A. ESTEBAN

OIC - Executive Director