
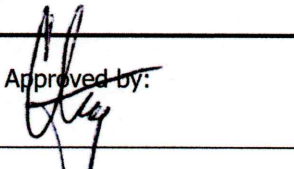


JOB REQUEST

Entity Name: **NATIONAL BOOK DEVELOPMENT BOARD**

Fund Cluster: _____

Office/Section : OED		JR No. : 2021040 Responsibility Center Code : _____		Date: 19 MAY 2021	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>Professional service of Photographer for five (5) on-site shooting schedules from 27 May 2021 to 18 June 2021 at the NBDB, Regalado Hive Building, Fairview Park Subdivision, Fairview, Quezon City.</p> <p>The supplier must bring its own equipment and supplies such as:</p> <ol style="list-style-type: none"> 1. Professional camera/DLSR Camera; 2. Lighting equipment; and 3. White backdrop / green screen. <p>The supplier must have an active PHILGEPS registration.</p> <p>Scope of work:</p> <ol style="list-style-type: none"> 1. Three types (business attire, filipiniana, creative shot) portrait shots for Governing Board (9 pax), NBDB ManCom (9 pax), entire NBDB personnel (30 pax); 2. Two types (business attire and filipiniana) group photos for seven (7) divisions, digital composite will be done due to covid-19 restrictions; 3. The supplier must deliver raw and enhanced photos on USB / and to be uploaded to Google drive or any similar cloud storage system; 4. Special shoot locations in Metro Manila for Governing Board members, to include but not limited to, Makati, Taguig, City of Manila, Quezon City, and Pasig; and 5. Must observe IATF covid-19 protocols. <p>Deadline of the said deliverables is no later than ten (10) days after the actual photo shoot.</p> <p>Approved budget: PHP200,000.00 Deadline: 24 May 2021 at 5:00 PM</p> <p>Payment should be in government terms (billing statement to be sent to NBDB). Payment is bank-to-bank preferably Landbank. Otherwise, interbank charges would apply.</p>	1		
Purpose:		Photography services for the NBDB Annual Report			
Signature :		Requested by: 		Approved by: 	
Printed Name :		ANTHONY JOHN R. BALISI		CHARISSE AQUINO-TUGADE	
Designation :		Director I		Executive Director III	