

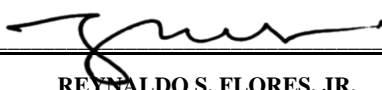

PURCHASE REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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Office/Section : FMCD	PR No. : 2021-090 Responsibility Center Code : _____	Date: June 14, 2021
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>ROLL UP BANNER/ TARPAULIN STAND FOR THE BOOK NOOK PROJECT 2021. Further details and specifications can be found below.</p> <p>ABC: PHP 52,500 (GROSS)</p> <p>1. Quantity: 60 pieces 2. Size: 85cm x 200cm 3. Material: Aluminum 4. Type: Loop type Top Bar 5. Inclusion: Carrying case</p> <p>Use company letterhead & address your quotation to:</p> <p>CHARISSE AQUINO-TUGADE Head of Procuring Entity National Book Development Board 4F Regalado Hive Bldg., Regalado Ave., Fairview Quezon City</p> <p>Documentary Requirements:</p> <p>1. Updated/valid PhilGEPS certificate of registration 2. Quotation sheet shall include the terms of payment, warranty, price validity, and company TIN</p> <p>Delivery and Service Terms:</p> <p>1. Place of delivery: NBDB Office, Quezon City 2. Delivery period: Within 5 calendar days from receipt of Purchase Order 3. The Supplier shall provide packaging of the goods in order to prevent damage or deterioration during transit to the NBDB office. Label each package with the name of the procuring entity, name of supplier, content per package, and any special handling instructions. 4. With service for replacement of damaged items upon notice within 10 calendar days from receipt of items.</p> <p>Payment Terms:</p> <p>1. Payment should be in accordance with government terms (gross amount, send bill) and within 30 working days from complete delivery. 2. Payment is bank-to-bank, preferably Landbank. Otherwise, interbank charges will be shouldered by the supplier. 3. Supplier shall issue original official receipt upon confirmation of payment from the NBDB.</p> <p>Deadline for submission of quotations: 21 June 2021 (Monday) at 11:00 AM. You may email your quotation at fmtd@nbdb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>	1		

Purpose: Roll up banners/ Tarpaulin stands for the Book Nook Project 2021

	Requested by:	Approved by:
Signature :		
Printed Name :	REYNALDO S. FLORES, JR.	CHARISSE AQUINO-TUGADE
Designation :	Board Secretary V/ Book Nook Project Manager	Executive Director III