

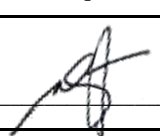
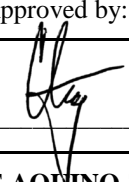
JOB REQUEST

Entity Name:	NATIONAL BOOK DEVELOPMENT BOARD	Fund Cluster :	01		
Office/Section : <u>FMETD</u>		JR No.: 202150		Date: July 13, 2021	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	<p>SUBJECT MATTER EXPERT ON STORYTELLING TRAINING WORKSHOP FOR THE BOOK NOOK 2021. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 200,000 (GROSS)</p> <p>Workshop Details</p> <ul style="list-style-type: none"> ● Virtual Synchronous Training Sessions with 40 participants ● 24-Hour Synchronous Training Workshop with Asynchronous Sessions for workshop-related activities ● Delivery period: August to September 2021 (specific dates to be discussed/determined) ● Delivery Platform: Virtual Classroom such as Zoom or any suitable platform ● Objective: to equip and train participants with up-to-date, appropriate and suitable approaches in storytelling as community storytellers for the Book Nook Sites <p>Minimum Qualifications of SME:</p> <ol style="list-style-type: none"> 1. Holder of a Certificate/Bachelor's Degree in Communications, Education and Theater Arts, other related fields; 2. Lead or head of a Creative Arts firm, organization, or department that spearheads Storytelling Workshops; 3. Served as a Trainer or Resource Person to at least five (5) similar physical workshops and five (5) virtual workshops on storytelling in the last five (5) years; 4. Was able to engage and/or partner with Local and International organizations related to the conduct of series of workshops on storytelling; 5. With a valid or active PhilGEPS Certificate of Registration; and 6. Has a stable Internet Connection at home/office (i.e. minimum speed of 15 mbps, upload and download) <p style="text-align: center;">--- Continuation on the Next Page ---</p>	1		

JOB REQUEST

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	<p>SUBJECT MATTER EXPERT ON STORYTELLING TRAINING WORKSHOP FOR THE BOOK NOOK 2021. Continuation</p> <p>Preferred Qualifications:</p> <ol style="list-style-type: none"> 1. Registered with the NBDB as a stakeholder; 2. Has received an award or recognition as a storyteller; and 3. Member of a reputable organization related to storytelling, reading, and literacy, or other similar groups. <p>Scope of Work:</p> <ol style="list-style-type: none"> 1. Develop a module or logical flow of activities that would employ learning exercises for the attainment of the activity's objectives and outputs; 2. Prepare needed presentations for the webinar to be submitted 3-days before the start of the training workshop. The presentations will include the following: <ol style="list-style-type: none"> a. Pre-recorded materials/videos b. Learning materials (Hand-outs) in PDF Format c. Others that may be needed within the training proper 3. Utilize gender-neutral language during webinar and in all learning materials during the sessions; 4. Preferably use Philippine content or topics in Philippine-setting/experience; 5. Take the lead and set direction in the facilitation of each sessions and employ appropriate webinar methodologies; 6. Review and process all workshop outputs and provide inputs and recommendations for improvement; 7. Evaluate and critique each of the participants' final performance output with comments for improvement; 8. Attend pre and post workshop consultations with NBDB; 9. Coordinate with the NBDB project team to ensure smooth implementation of the webinar sessions; 10. Ensure a stable Internet connection should the hosting of webinar sessions be conducted in his/her residence; and 11. Employ support staff or technical assistant as needed, but payment or costs shall be included in the bid amount. <p>Please address your proposal to: CHARISSE AQUINO-TUGADE Head of Procuring Entity Executive Director III National Book Development Board --- Continuation on the Next Page ---</p>	1		

JOB REQUEST

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	<p>SUBJECT MATTER EXPERT ON STORYTELLING TRAINING WORKSHOP FOR THE BOOK NOOK 2021. Continuation</p> <p>Documentary Requirements:</p> <ol style="list-style-type: none"> 1. Project Proposal with detailed costing; 2. Quotation sheet shall include the terms of payment, price validity, and TIN 3. Updated Curriculum Vitae (CV) in PDF; 4. Bionote with recent photo in PDF Format; 5. Speed test result using www.speedtest.net; 6. Copy of one (1) valid government-issued ID with photo and signature; 7. Copy of active PhilGEPS Registration; 8. Copy of NBDB Certificate of Registration, if applicable 9. Portfolio/ work samples in PDF format or link to an online portfolio; 10. BIR Certificate of Registration (for individual applicant); 11. Mayor's/Business Permit (for Corporation) 12. PhilGEPS Omnibus Sworn Statement <p>Payment Terms:</p> <ol style="list-style-type: none"> 1. Payment should be in accordance with government terms (gross amount, send bill) and within 30 working days from complete delivery of services. 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. <p>Reminder:</p> <ol style="list-style-type: none"> 1. Deadline for submission of quotations: July 30, 2021, 3:00 PM <p>Applications may be sent via email at fmetd@nbdb.gov.ph</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>	1		
Purpose:		Subject Matter Expert on Storytelling Training Workshop for the Book Nook Project 2021 on August to September 2021			
Signature :	Requested by:		Approved by:		
	 _____		 _____		
Printed Name:	ANSHERINA T. TORRES		CHARISSE AQUINO-TUGADE		
Designation :	Project Development Officer III		Executive Director III		