


JOB REQUEST

Entity Name:	NATIONAL BOOK DEVELOPMENT BOARD	Fund Cluster :	01		
Office/Section : _____		JR No. : 2021- Responsibility Center Code : _____		Date: September 22, 2021	
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	<p>TICKET RESERVATION SERVICES FOR THE FRANKFURT BOOK FAIR 2021. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 200,000.00 (GROSS)</p> <p>Scope of Request:</p> <p style="padding-left: 40px;">A. Roundtrip airfare from MANILA-FRANKFURT-MANILA</p> <p>Departure to Manila: 7 October 2021 (PM Flight)</p> <p>Inclusions:</p> <ul style="list-style-type: none"> • Baggage Allowance: At least 30kg and 7kg hand carry; • Additional baggage up to 30kg • Travel insurance <p>Departure to Frankfurt, Germany: 26 October 2021 (AM Flight)</p> <p>Inclusions:</p> <ul style="list-style-type: none"> • Baggage Allowance: At least 30kg and 7kg hand carry; • Additional baggage up to 30kg • Travel insurance <p>NUMBER OF PERSON: two (2) passengers</p> <p>Terms and conditions:</p> <ol style="list-style-type: none"> 1. Price or Rate quoted shall be valid for 30 calendar days; 2. Lay-over and/or stay-over should not be more than 4 hours; 3. Payment is bank-to-bank, preferably Land Bank. Otherwise, interbank charges will be shouldered by the Service Provider; 4. Payment should be in accordance with government terms; 	1		

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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<p>TICKET RESERVATION SERVICES FOR THE FRANKFURT BOOK FAIR 2021. Continuation</p> <p>5. Should be the shortest route possible to and from Manila-Frankfurt;</p> <p>6. Deadline for submission of quotations: 27 September 2021.</p> <p>Documents to be submitted:</p> <p>1. Quotation indicating the total amount, terms of payment, rate validity and TIN using company letterhead. Address your quotation to:</p> <p>CHARISSE AQUINO-TUGADE Head of Procuring Entity National Book Development Board 4F Regalado Hive Bldg., Regalado Avenue, Fairview, Quezon City</p> <p>2. Valid PhilGEPS registration;</p> <p>3. Valid Business/Mayor's Permit;</p> <p>4. COVID-19 Advisories issued by the Philippines and Germany;</p> <p>5. List of safety guidelines, protocols, travel requirements and advisories issued by the servicing airline and hotel.</p> <p>Applications may be sent via email at bookfairs@nldb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>			

Purpose: Ticket Reservation Services for the Philippine Delegation to Frankfurt Book Fair 2021, Germany

Signature :	Requested by:	Approved by:
		
Printed Name :	ANTHONY JOHN R. BALISI	CHARISSE AQUINO-TUGADE
Designation :	Director I	Executive Director III