

JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
---------------------	---	-----------------------	-----------


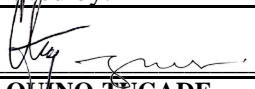
Office/Section : <u>FMETD</u>	JR No. : 2021- 072 Responsibility Center Code : _____	Date: October 04, 2021
--------------------------------------	--	-------------------------------

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>VEHICLE RENTAL FOR THE BOOK NOOK PROJECT 2021 MONITORING AND COORDINATION. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 60,000 (GROSS)</p> <p>DESCRIPTION Rental of one (1) unit second hand vehicle with designated driver, for official use of the Book Nook Team in monitoring select Book Nook sites in Visayas.</p> <p>TERMS OF REFERENCE</p> <p>I. Condition of the Vehicle</p> <ol style="list-style-type: none"> 1. 2015 unit and above 2. Can accomodate minimum of four (4) adult passengers with physical distancing 3. Diesel with AT/M trasmission 4. Clean, safe, and comfortable. Has a working aircondition unit and dash camera 5. With an in-force comprehensive insurance 6. With disinfecting agent in place such as alcohol or sanitizer <p>II. Requirements for the Driver</p> <ol style="list-style-type: none"> 1. Holder of Professional Driver's License; 2. Has five (5) yrs. work experience as a driver; 3. Has safe and clean driving record; 4. Knowledgeable and trained in basic car operation, maintenance, and troubleshooting; 5. Familiar with local routes and destinations; 6. Properly attired during hours of operation; 7. Observe the rules of the road at all times; 8. Observe basic courtesy to passengers, fellow motorists, and road authorites at all times. <p>III. Arrangements</p> <ol style="list-style-type: none"> 1. Car maintenance and fuel consumption should be carried out by the contractor 2. Toll fees and freight charges as applicable shall be shouldered by the NBDB 3. Food and accomodation for the driver during the period of the contract shall be shouldered by the NBDB 4. Registered for operation during the period of the contract, with registration documentation in the vehicle/number plates affixed to the vehicle as required by the law. <p><i>---Continue to next page---</i></p>	1		

JOB REQUEST

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>VEHICLE RENTAL FOR THE BOOK NOOK PROJECT 2021 MONITORING AND COORDINATION <i>continuation:</i></p> <p>DURATION OF CONTRACT October 18-24, 2021 (7 days)</p> <p>PLACES TO BE VISITED</p> <ol style="list-style-type: none"> 1. Koronadal City (1st and last stop) 2. Dumaguete City 3. Kabankalan, Negros Occidental 4. Himamaylan City, Negros Occidental 5. Bacolod City 6. San Jose, Antique 7. Nabas, Aklan 8. Roxas City, Capiz <p>DOCUMENTARY REQUIREMENTS</p> <ol style="list-style-type: none"> 1. PhilGEPS Certificate of Registration 2. Mayor's or Business Permit 3. Omnibus Sworn Statement 4. Scanned copy of the Driver's License of the assigned driver for this contract. 5. Proof of registration of the assigned vehicle for this contract. <p>PAYMENT TERMS</p> <ol style="list-style-type: none"> 1. Indicate price validity & company TIN 2. Payment is bank-to-bank, preferably Landbank of the Philippines. Otherwise, interbank charges will be shouldered by the Contractor. <p>Deadline for submission of quotations: 11 October 2021 (Monday) at 11:00 AM. Quotations may be sent at fmetd@nbdb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>	1		

Purpose: Rental of one (1) unit second hand vehicle with designated driver, for official use of the Book Nook Team in monitoring and coordination of select Book Nook sites in Visayas.

	Requested by:	Approved by:
Signature :		
Printed Name :	CHARMAINE CONCEPCION G. CAPUCHINO	CHARISSE AQUINO-TUGADE
Designation :	<i>Project Development Officer III</i>	<i>Executive Director III</i>