

JOB REQUEST

Entity Name:	NATIONAL BOOK DEVELOPMENT BOARD	Fund Cluster :	01
---------------------	---------------------------------	-----------------------	----

Office/Section : <u>FMETD</u>	JR No. : 2021-074 Responsibility Center Code : _____	Date: October 12, 2021
--------------------------------------	---	-------------------------------

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
---------------------------	------	------------------	----------	-----------	------------

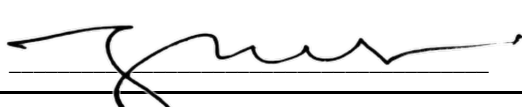
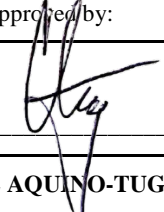
	Lot	<p>COURIER SERVICES FOR THE SHIPMENT OF BOOKS AND MATERIALS FOR THE BOOK NOOK PROJECT 2021. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 800,000 (GROSS)</p> <p>Scope of Services:</p> <ul style="list-style-type: none"> • Items to be shipped are composed of three (3) boxes with 1,500 books and separately packed rolls of tape, a roll-up banner and 2 rolls of plastic cover per location or site, as shown below: <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">Items</th> <th style="width: 20%;">Estimated Weight (in KG)</th> <th style="width: 50%;">Dimensions (in inches) LxWxH</th> </tr> </thead> <tbody> <tr> <td>Three (3) Balikbayan Box composed of 1,500 books and rolls of tape</td> <td style="text-align: center;">150</td> <td style="text-align: center;">20x20x20</td> </tr> <tr> <td>Roll-up Banner and Rolls of Plastic Cover</td> <td style="text-align: center;">6</td> <td style="text-align: center;">5x5x24 7x7x50</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Items shall be shipped in 48 areas within the Philippines. See Annex A for the complete list of Addresses and Contact Information; • The service provider shall pick-up the items weighed at NBDB Office in Fairview, Quezon City at an agreed schedule, with a service vehicle and needed personnel. • The delivery of the items must be transported to the desired destination the day after the date of pickup. 	Items	Estimated Weight (in KG)	Dimensions (in inches) LxWxH	Three (3) Balikbayan Box composed of 1,500 books and rolls of tape	150	20x20x20	Roll-up Banner and Rolls of Plastic Cover	6	5x5x24 7x7x50	1		
Items	Estimated Weight (in KG)	Dimensions (in inches) LxWxH												
Three (3) Balikbayan Box composed of 1,500 books and rolls of tape	150	20x20x20												
Roll-up Banner and Rolls of Plastic Cover	6	5x5x24 7x7x50												

JOB REQUEST

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost												
		<p>COURIER SERVICES FOR THE SHIPMENT OF BOOKS AND MATERIALS FOR THE BOOK NOOK PROJECT 2021. Continuation</p> <ul style="list-style-type: none"> The service provider shall deliver the items to its respective destinations within the following timeline from date of pick-up at NBDB Office: <table border="1" style="margin-left: 40px; border-collapse: collapse; width: 60%;"> <thead> <tr> <th style="width: 30%;">Destination</th> <th style="width: 20%;">No. of Days <i>(During Normal Days)</i></th> <th style="width: 20%;">No. of Days <i>(During Quarantine Period)</i></th> </tr> </thead> <tbody> <tr> <td>Luzon</td> <td style="text-align: center;">1-3</td> <td style="text-align: center;">Additional 2 days</td> </tr> <tr> <td>Visayas</td> <td style="text-align: center;">2-3</td> <td style="text-align: center;">Additional 5 days</td> </tr> <tr> <td>Mindanao</td> <td style="text-align: center;">2-3</td> <td style="text-align: center;">Additional 5-7 days</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The service provider shall provide insurance coverage for the items with declared value of the contents against damage, misplacement, or loss while in their custody. <p>Qualifications of the Courier Service:</p> <ul style="list-style-type: none"> The service provider must have been in business for at least three (3) years with experience in providing door-to-door delivery service either domestic or international; The service provider shall provide nationwide coverage for its services and has the capability to provide services for both domestic and international destinations; The service provider shall have at least an outlet or agent in the 48 destinations; With office hours nationwide for technical support services, Monday to Friday; With official website and must be capable of receiving request or queries on the support/services provided by phone and/or official corporate email account 	Destination	No. of Days <i>(During Normal Days)</i>	No. of Days <i>(During Quarantine Period)</i>	Luzon	1-3	Additional 2 days	Visayas	2-3	Additional 5 days	Mindanao	2-3	Additional 5-7 days			
Destination	No. of Days <i>(During Normal Days)</i>	No. of Days <i>(During Quarantine Period)</i>															
Luzon	1-3	Additional 2 days															
Visayas	2-3	Additional 5 days															
Mindanao	2-3	Additional 5-7 days															

JOB REQUEST

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<p>COURIER SERVICES FOR THE SHIPMENT OF BOOKS AND MATERIALS FOR THE BOOK NOOK PROJECT 2021. Continuation</p> <p>Terms and conditions:</p> <ol style="list-style-type: none"> 1. Items shall be picked up at NBDB: 3rd Floor, Regalado Hive Building, Regalado Avenue, Fairview, Quezon City 2. The service provider shall declare the item as undelivered after three (3) delivery attempts and shall be communicated by the provider to NBDB; 3. The Service Provider should provide appropriate sealed packaging such as bubble wraps or other materials that will ensure integrity and safety of the items to be delivered and that will prevent pilferage, damage or loss of items to be delivered; 4. The service provider shall provide the waybill which should contain as far as practicable the weight of the item delivered, delivery cost, date of delivery, and proof of receipt to the addressee; 5. The end-user will weigh each item to be delivered by the service provider as a means of checking correction of the waybill; 6. The service provider shall prepare airway bills including Proof of Delivery and tracking number, as applicable; 7. The service provider must guarantee an uninterrupted service, except for fortuitous events and acts of nature; and 8. The service provider shall observe strict confidentiality and shall not disclose information or materials which comes into its possession and shall not use the same in any manner or purpose. <p>Documents to be submitted:</p> <ol style="list-style-type: none"> 1. Quotation indicating the terms of payment, rate validity and TIN using company letterhead. Address your quotation to: <p>CHARISSE AQUINO-TUGADE Head of Procuring Entity National Book Development Board 4F Regalado Hive Bldg., Regalado Avenue, Fairview, Quezon City</p> <ol style="list-style-type: none"> 2. Updated/valid PhilGEPS registration; 3. Valid Business/Mayor's Permit; 4. List of outlet or agent within the 48 locations indicating physical address, 			

	<p>email address and contact information;</p> <ol style="list-style-type: none"> Income/Business Tax Return Omnibus Sworn Statement; The service provider shall issue official receipt upon confirmation of payment from NBDB <p>Payment Terms:</p> <ol style="list-style-type: none"> Payment is bank-to-bank, preferably Landbank. Otherwise, interbank charges will be shouldered by the Service Provider. Payment should be in accordance with government terms (gross amount, send bill) and within 30 working days from complete delivery. <p>Deadline for submission of quotations: 11AM of October 20, 2021 (Wednesday).</p> <p>Quotations may be sent via email at fmetd@nbdb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>			
<p>Purpose: Courier Service for the Shipment of Books and Materials for the Book Nook Project 2021</p>				
Signature :	Requested by:		Approved by:	
				
Printed Name :	REYNALDO S. FLORES, JR.		CHARISSE AQUINO-TUGADE	
Designation :	<i>Board Secretary V</i>		<i>Executive Director III</i>	