

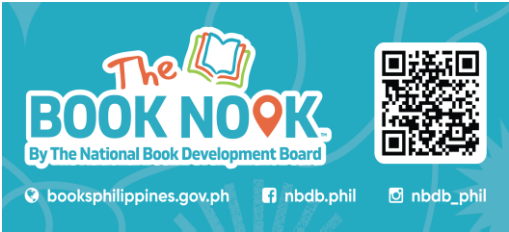


# JOB REQUEST

<b>Entity Name:</b>	<b><u>NATIONAL BOOK DEVELOPMENT BOARD</u></b>	<b>Cluster :</b>	<b>01</b>
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<b>Office/Section :</b> <b><u>FMETD</u></b>	<b>JR No. : 2021- 075</b> <b>Responsibility Center Code : _____</b>	<b>Date: October 13, 2021</b>
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p><b>PRINTING OF THE BOOK NOOK PROJECT COLLATERALS.</b> Further details and specifications can be found below.</p> <p><b>Total Approved Budget: PHP 132,000 (GROSS)</b></p> <p><b>DESCRIPTION</b>                      Printing of 100,000 pcs sticker labels, 25,000 pcs of borrower's card, and 25,000 pcs of book envelopes for the Book Nook Project.</p> <p><b>SPECIFICATIONS</b></p> <p><b>I. The Book Nook Sticker Labels</b>  <b>Qty:</b> 100,000 pcs  <b>Size:</b> 1.5 x 3 inches  <b>Color:</b> Full color / 0  <b>Pages:</b> 1 side print  <b>Material:</b> Satin Sticker  <b>Process:</b> Computer-To-Plate, Offset printing  <b>Bindery:</b> Loose  <b>Lamination:</b> UV lamination, 1 side  <b>Others:</b> See design in subsequent page to submit 1 set of proofs w/ half die-cutting</p> <p style="text-align: center;"><i>---Continue to next page---</i></p> <p><b>II. The Book Nook Borrower's Card</b>  <b>Qty :</b> 25,000 pcs  <b>Size :</b> 4.5 x 5.5 inches  <b>Color:</b> Full color / Full color  <b>Pages:</b> 2 side print  <b>Material:</b> Matte 300 gsm  <b>Process:</b> Computer-To-Plate, Offset printing  <b>Bindery:</b> Loose  <b>Lamination:</b> None  <b>Others :</b> See design in subsequent page</p> <p style="text-align: center;"><i>---Continue to next page---</i></p>	1		

# JOB REQUEST



Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p><b>PRINTING OF THE BOOK NOOK PROJECT COLLATERALS</b> <i>continuation:</i></p> <p><b>III. The Book Nook Envelope</b>  <b>Qty :</b> 25,000 pcs  <b>Size :</b> 4.75 x 5.75 inches (folded)  <b>Color :</b> Full color / 0  <b>Pages :</b> 1 side print  <b>Material:</b> Bookpaper 80#  <b>Process :</b> Computer-To-Plate, Offset printing  <b>Bindery :</b> Loose  <b>Lamination:</b> None  <b>Others :</b> See design in subsequent page                      to submit 1 set of proofs                      w/ die-cutting &amp; gluing</p> <p><b>IV. LAY OUT DESIGN</b></p> <p><b>a. The Book Nook Sticker labels</b></p> <div style="text-align: center;">  </div> <p><b>b. The Book Nook Borrower's card</b></p> <p><b>1. Front</b></p> <div style="text-align: center;">  </div> <p><b>2. Back</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;">---Continue to next page---</p>	1		

# JOB REQUEST

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p><b>PRINTING OF THE BOOK NOOK PROJECT COLLATERALS</b> <i>continuation:</i></p> <p style="text-align: center;"><b>3. The Book Nook Envelope</b></p> <div style="text-align: center;">  </div> <p>Use company letterhead &amp; address your quotation to:  <b>CHARISSE AQUINO-TUGADE</b>                      Head of Procuring Entity                      National Book Development Board                      4F Regalado Hive Bldg., Regalado Ave., Fairview                      Quezon City</p> <p><b>DOCUMENTARY REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. PhilGEPS Certificate of Registration</li> <li>2. Mayor's or Business Permit</li> <li>3. Omnibus Sworn Statement</li> <li>4. Business/Income Tax Return</li> </ol> <p><b>PAYMENT &amp; DELIVERY TERMS</b></p> <ol style="list-style-type: none"> <li>1. Indicate price validity &amp; company TIN</li> <li>2. Payment is bank-to-bank, preferably Landbank of the Philippines. Otherwise, interbank charges will be shouldered by the supplier.</li> <li>3. The supplier shall issue original Official Receipt upon confirmation of payment from the NBDB.</li> <li>4. Place of delivery: NBDB Office, 3F Regalado Hive Bldg., Regalado Ave., Fairview, Quezon City</li> <li>5. Delivery period: Within 5 calendar days from receipt of Job Order</li> </ol> <p><b>Deadline for submission of quotations: 22 October 2021 (Thursday) at 11:00 AM.</b>                      Quotations may be sent at <a href="mailto:fmetd@nldb.gov.ph">fmetd@nldb.gov.ph</a>.                      --- NOTHING FOLLOWS---</p>	1		

Purpose:

Printing of various collateral materials for the Book Nook Project 2021

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