

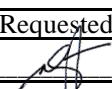
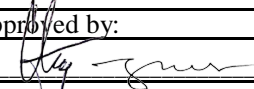
PURCHASE REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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Office/Section : FMETD	PR No. : 2021-144 Responsibility Center Code : _____	Date: October 11, 2021
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>PACKAGING MATERIALS FOR THE BOOK NOOK PROJECT 2021. Further details and specifications can be found below.</p> <p>ABC: PHP 47,500.00 (GROSS) 192 pcs Box, Brown, Double Wall, 20x20x20 inches dimension</p> <p>50 rolls Packaging Tape, Clear, 2 inches by 100 meters</p> <p>75 packs Sticker Paper, A4, Glossy, 90-120 GSM, 10 sheets per pack</p> <p>Use company letterhead & address your quotation to:</p> <p>CHARISSE AQUINO-TUGADE Head of Procuring Entity National Book Development Board 4F Regalado Hive Bldg., Regalado Ave., Fairview Quezon City</p> <p>Documentary Requirements:</p> <ol style="list-style-type: none"> 1. Updated/Valid PhilGEPS Certificate of Registration 2. Quotation sheet shall include the terms of payment, warranty, price validity and company TIN 3. Omnibus Sworn Statement 4. Business/Mayor's Permit <p>Delivery and Terms:</p> <ol style="list-style-type: none"> 1. Place of delivery: NBDB Office, Quezon City 2. Delivery period: Within 5 calendar days from receipt of Purchase Order 3. The Supplier shall provide packaging of the goods in order to prevent damage or deterioration during transit to the NBDB Office. Label each package with the name of the procuring entity, name of supplier, content per package, and any special handling instructions. 4. With service for replacement of damaged items upon notice within 5 calendar days from receipt of items <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. 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 from the NBDB <p>Deadline for submission of bids: 18 October 2021 (Monday) at 11:00 AM. You may email your quotation at fmetd@nldb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>	1		

Purpose: Packaging materials for the shipment of books and collaterals for the Book Nook Project 2021

Signature :	Requested by: 	Approved by: 
Printed Name :	ANSHERINA T. TORRES	CHARISSE AQUINO-TUGADE
Designation :	Project Development Officer III	Executive Director III