

JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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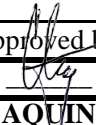
Office/Section : <u>FMETD</u>	JR No. : 2021- 081 Responsibility Center Code : _____	Date: Nov. 3, 2021
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>RENTAL OF TECHNICAL AND LIVESTREAMING EQUIPMENT FOR THE BOOK NOOK LAUNCHING CEREMONY. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 80,000.00 (GROSS) for 2 days including delivery, fuel, and tollgate</p> <p>DESCRIPTION Provision of technical and livestreaming equipment for the Book Nook Launching Ceremony</p> <p>Date of delivery: November 23-24, 2021 Place of delivery: Book Nook Site, Carbern Village, Brgy. Anos, Los Baños, Laguna</p> <p>SPECIFICATIONS 1. Equipment -2 units HD Camera with tripod and 2 cameraman -1 unit Laptop for Livestream -1 unit Lighting system -4 units professional grade wireless microphone -1 unit digital audio mixer -1 unit 14” LED tv monitor -1 lot patch cables and extension -3 units wireless communication set for Technical Director and cameraman -Standby power generator in case of power interruption</p> <p style="text-align: center;"><i>---Continuation on next page---</i></p>	1		

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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>RENTAL OF TECHNICAL AND LIVESTREAMING EQUIPMENT FOR THE BOOK NOOK LAUNCHING CEREMONY. <i>continuation:</i></p> <p>2. Technical Staff / Crew -Must provide five (5) technical staff qualified to operate the various types of equipment relevant to the event</p> <p>3. Health and Sanitation -Crew must present negative antigen results (antigen testing conducted within 24 hours prior to arrival to the event site) -Crew must be fully vaccinated (copy of vaccination card must be submitted to NBDB 2 days before the event) -Staff must adhere to IATF's current ruling on face shields, face masks -All equipment must be sanitized and disinfected -With disinfecting agents (alcohol, sanitizer) ready for use of crew</p> <p>ARRANGEMENTS</p> <p>1. Gas, toll fees and freight charges as applicable shall be shouldered by the contractor 2. INGRESS: 23 November 2021 (Must be at the venue NOT LATER than 8AM) 3. Technical rehearsals on November 23, 2021 at 1PM 4. Food and accommodation of the technical crew during the period of the contract shall be shouldered by Contractor 5. Cost of Antigen tests must be shouldered by the Contractor 6. Permits shall be provided by the NBDB, as applicable 7. Contractor shall only follow instructions from the Project Manager assigned for the project. 8. EGRESS: 24 November 2021</p> <p>DOCUMENTARY REQUIREMENTS</p> <p>1. PhilGEPS Certificate of Registration 2. Mayor's or Business Permit 3. Omnibus Sworn Statement</p> <p style="text-align: center;"><i>---Continuation on next page ---</i></p>	1		

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	lot	<p>RENTAL OF TECHNICAL AND LIVESTREAMING EQUIPMENT FOR THE BOOK NOOK LAUNCHING CEREMONY. <i>continuation:</i></p> <p>PAYMENT TERMS</p> <p>1. Indicate price validity & company TIN</p> <p>2. Government Terms.</p> <p>3. Payment is bank-to-bank, preferably Landbank of the Philippines.</p> <p>Otherwise, interbank charges will be shouldered by the Contractor.</p> <p>Deadline for submission of quotations: 12 November 2021 (Friday) at 1:00 PM. Quotations may be sent at fmtd@nbdb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>	1		
Purpose:	RENTAL OF TECHNICAL AND LIVESTREAMING EQUIPMENT FOR THE BOOK NOOK LAUNCHING CEREMONY.				
Signature :	Requested by:		Approved by:		
					
Printed Name :	REYNALDO S. FLORES, JR.		CHARISSE AQUINO-TUGADE		
Designation :	<i>Board Secretary V / Book Nook Project Manager</i>		<i>Executive Director III</i>		