

JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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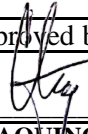
Office/Section : FMETD	JR No. : 2021- 103 Responsibility Center Code : _____	Date: December 20, 2021
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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>VEHICLE RENTAL FOR THE BOOK NOOK PROJECT 2021 SITE VISIT AND INSPECTION. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 22,000 (GROSS)</p> <p>DESCRIPTION Rental of one (1) unit second hand vehicle with designated driver, for official use of the Book Nook Team and Visitors in monitoring and inspecting select Book Nook sites in Central and North Luzon.</p> <p>TERMS OF REFERENCE Condition of the Vehicle</p> <ol style="list-style-type: none"> 1. 2015 unit and above 2. Can accommodate minimum of four (4) adult passengers with physical distancing 3. Diesel or Gasoline with AT/M transmission 4. Clean, safe, and comfortable. Has a working air-conditioning unit and dash camera 5. With an in-force comprehensive insurance 6. With disinfecting agent in place such as alcohol or sanitizer 7. 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>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; and 8. Observe basic courtesy to passengers, fellow motorists, and road authorities at all times. <p>III. Arrangements</p> <ol style="list-style-type: none"> 1. Car maintenance, fuel consumption, and toll fees shall be shouldered by the contractor; 2. Freight charges, as applicable shall be shouldered by the NBDB; 3. Vehicle shall be 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; and 4. Meals and accommodation for the driver during the contract shall be shouldered by the NBDB. <p style="text-align: center;"><i>---Continue to next page---</i></p>	1		

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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>VEHICLE RENTAL FOR THE BOOK NOOK PROJECT 2021 SITE VISIT AND INSPECTION. <i>continuation:</i></p> <p>DURATION OF CONTRACT • December 27-29, 2021 (3 days)</p> <p>PLACES TO BE VISITED. May include but are not limited to the following: 1. Residence of NBDB staff (NCR area, starting and ending points) 2. Brgy. Palale, General Tinio, Nueva Ecija 3. Bahay Wika, Abucay Bataan 4. Gonhadan Village, Banaue, Ifugao</p> <p>DOCUMENTARY REQUIREMENTS 1. PhilGEPS Number or Certificate of Registration 2. Mayor's or Business Permit 3. Scanned copy of the Driver's License of the assigned driver for this contract. 4. Proof of registration of the assigned vehicle for this contract.</p> <p>QUOTATION and PAYMENT TERMS 1. Address your quotation to Charisse Aquino-Tugade, NBDB Executive Director III 2. Indicate company TIN in your quotation 3. Indicate agreement to government terms: send bill, gross amount 4. Payment is bank-to-bank, preferably Landbank of the Philippines. Otherwise, interbank charges will be shouldered by the Contractor.</p> <p>Deadline of Submission: You may email your quotation along with the requirements at redflores@nbdb.gov.ph on or before 22 December 2021 (Wednesday) at 1:00PM.</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 and Partners in monitoring and inspection of select Book Nook sites in Luzon.

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