



Republic of the Philippines
National Book Development Board
3F, Regalado Hive Bldg., Regalado Ave., Fairview, Quezon City
www.booksphilippines.gov.ph

REQUEST FOR QUOTATION
Vehicle Rental for The Book Nook Project 2021 Site Visit and Inspection

01 December 2021

Dear Sir/Madam:

We are sending a request for quotation (RFQ) for Vehicle Rental for The Book Nook Project 2021 Site Visit and Inspection in the Mindanao Region.” Further details and specifications can be found below.

TOTAL APPROVED BUDGET: PHP 37,500.00.

DESCRIPTION

- Rental of one (1) unit second hand vehicle with designated driver, for official use of the Book Nook Team and Visitors in inspecting select Book Nook sites in Mindanao.

TERMS OF REFERENCE

Condition of the Vehicle

1. 2015 unit and above
2. Can accommodate minimum of five (5) 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

Requirements for the Driver

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.

Arrangements

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, snacks, and accommodation for the driver during the period of the contract shall be shouldered by the NBDB.

DURATION OF CONTRACT

- December 09-13, 2021 (5 days)

PLACES TO BE VISITED. May include but are not limited to the following:

1. General Santos City
2. Datu Odin Sinsuat, Maguindanao
3. Koronadal City, South Cotabato
4. Lake Sebu, South Cotabato
5. Tacurong City, Sultan Kudarat
6. Columbio, Sultan Kudarat

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.

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.

You may email your quotation along with the requirements at redflores@nbdb.gov.ph on or before 06 December 2021 (Monday) at 10:00AM.

Thank you.

Sincerely yours,



REYNALDO S. FLORES JR.

The Book Nook 2021 Project Manager

JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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Office/Section : FMETD	JR No. : 2021- 094 Responsibility Center Code : _____	Date: December 01, 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 37,500 (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 inspecting select Book Nook sites in Mindanao.</p> <p>TERMS OF REFERENCE</p> <p>Condition of the Vehicle</p> <ol style="list-style-type: none"> 1. 2015 unit and above 2. Can accommodate minimum of five (5) 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 <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, snacks, and accommodation for the driver during the period of the contract shall be shouldered by the NBDB. <p style="text-align: center;"><i>---Continue to next page---</i></p>	1		

JOB REQUEST

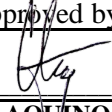
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>VEHICLE RENTAL FOR THE BOOK NOOK PROJECT 2021 SITE VISIT AND INSPECTION. <i>continuation:</i></p> <p>DURATION OF CONTRACT • December 09-13, 2021 (5 days)</p> <p>PLACES TO BE VISITED. May include but are not limited to the following: 1. General Santos City 2. Datu Odin Sinsuat, Maguindanao 3. Koronadal City, South Cotabato 4. Lake Sebu, South Cotabato 5. Tacurong City, Sultan Kudarat 6. Columbio, Sultan Kudarat</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 06 December 2021 (Monday) at 10:00AM.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>			

Purpose: Rental of one (1) unit second hand vehicle with designated driver, for official use of the Book Nook Team and Visitors in monitoring and inspection of select Book Nook sites in Mindanao.

Requested by:

Approved by:

Signature :

Printed Name :

REYNALDO S. FLORES, JR.

CHARISSE AQUINO-TUGADE

Designation :

Board Secretary V

Executive Director III