# **Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

# **REQUEST FOR QUOTATION**

	RFQ No.	2024-030 NP-SVP
	Date:	February 26, 2024
Company Name :	PR No./End-User:	2024-02-0180/PAIO-PMRD
Address:		
Tel No. & Fax No. :		
Mobile No :		

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ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	YES	NO	REMARKS/BIDDERS SPECIFICATIONS  If applicable, write the detailed specifications in the space provided.  Indicate brand, model and country of origin.	UNIT PRICE	TOTAL PRICE
	PRINTING OF 2023 ANNUAL REPORT							
1	Manuscript	600	copies					
	Size: 8 x 11 inches (folded)							
	16 x 11 inches (spread)							
	Color: Front & Inside from cover and back and inside back cover - full color							
	Inside pages: full color							
	Stock: Cover - C2S #240 with spot UV lamination on one side							
	Inside pages: C2S #90							
	No. of pages: 120 excluding cover							
	Binding: Perfect Binding							
2	Envelope	500	pcs.					
	Size: 91/2 x 13 inches (C4 holds an unfolded letter size paper)							
	<b>Stock</b> : C2S # 200							
	Color: Full color one side printing							
	page 1 of 2							

PEARLIE ANN S. RAMOS
Procurement Officer
931-7935; 931-7939; 931-8092 Loc. 508

PhilGEPS Reg. No.

Printed Name/Signature
Authorized Representative of the Service Provider

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	Others: with two-inch flap with die cut							
3	Thank you card to partners	1,000	pcs.					
	Size: 3.5 x 2 inches							
	Color: Full color, one side printing							
	Stock: C2S # 200							
	Others: matte lamination							
	Aproved Budget for the Contract (ABC): Php 230,000.00							
	Printer/Bidder Requirements:							
	Proof should be submitted one (1) government working day after submission of material/s							
	Second proof should be submitted one (1) government working day after submission of updated material/s (as needed)							
	Delivery should be within ten (10) working days after approval of the final proof							
	4. Materials should be packed by 25 pcs./pack							
	5. Full color printing is a must							
	Should be able to work with Adobe Creative Cloud							
	7. Do not bid if unable to meet the specifications and deadlines							
	page 2 of 2							

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	REMARKS/BIDDERS SPECIFICATIONS							
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	All materials provided to the bidder/printer are property of the Civil Service Commission and should not be reproduced or reprinted without written consent							
	NOTE: Only printers with no record of late delivery or poor quality of output with PAIO and OFAM shall qualify to bid. Printers are required to submit samples of their products together with their bid/proposal							
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-							
	page 3 of 3							

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