

Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

REQUEST FOR QUOTATION

RFQ No. 2024-030 NP-SVP
 Date: February 26, 2024
 PR No./End-User: 2024-02-0180/PAIO-PMRD

Company Name : _____
 Address : _____
 Tel No. & Fax No. : _____
 Mobile No. : _____
 PhilGEPS Reg. No. _____
 TIN No. _____

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: 9 1/2 x 13 inches (C4 holds an unfolded letter size paper)							
	Stock: 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

 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							
	Approved Budget for the Contract (ABC): Php 230,000.00							
	Printer/Bidder Requirements:							
	1. Proof should be submitted one (1) government working day after submission of material/s							
	2. Second proof should be submitted one (1) government working day after submission of updated material/s (as needed)							
	3. 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							
	6. 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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