

## Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

## REQUEST FOR QUOTATION

RFQ No. 2024-031 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
	<b>PRINTING OF CIVIL SERVICE REPORTER MAGAZINE</b>	16,600	copies					
	<b>Size:</b> 7 13/16" (7.8125) x 10 7/16" (10.4375) folded							
	15 5/8" (15.625) x 10 7/16" (10.4375) spread							
	<b>Color:</b> Full color							
	<b>Stock:</b> Cover - Matte finish (120 gsm/80 lb.)							
	<b>Inside pages:</b> Matte #70							
	<b>Quantity:</b> 4,150 pcs. Per quarter or 16,600 for four quarters							
	<b>No. of pages:</b> 52 pages including cover							
	<b>Biding:</b> saddle stitch							
	<b>Packaging:</b> Polywrap							
	<b>Approved Budget for the Contract (ABC):</b> Php 550,000.00							
	<b>PRINTER/BIDDER REQUIREMENTS:</b>							
	1. Proof should be submitted one (1) government working day after submission of materials							
	<i>page 1 of 2</i>							

  
**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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	2. Delivery should be made within ten (10) working days after approval of final proof							
	3. Materials should be packed by 25 pieces/pack							
	4. Should be able to work with Adobe Creative Cloud							
	5. Four color printing is a must							
	6. Do not bid if unable to meet the specifications and deadlines							
	7. Bidder should not have been penalized for two (2) weeks or more delays in the delivery							
	8. All materials provided to the bidder/printer are property of the Civil Service Commission and should not be reproduced or reprinted without written consent.							
	<b>Estimated Delivery Deadlines:</b>							
	April 30, 2024 (1st Quarter)							
	July 30, 2024 (2nd Quarter)							
	October 30, 2024 (3rd Quarter)							
	January 30, 2025 (4th Quarter)							
	<b>NOTE: Only printers with no record of late delivery or poor quality if output with PAIO and OFAM shall qualify to bid. Printers are required to submit samples of their products (to be submitted together with their bid/proposal)</b>							
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x							
	page 2 of 2							

*PS Ramos*  
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