

## Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

## REQUEST FOR QUOTATION

RFQ No. 2023-035- NP-SVP  
 Date: March 7, 2023  
 PR No./End-User: 2023-03-0287 PAIO

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 2021-2022 CSC MEMORANDUM CIRCULARS (WITH INDEX OF MEMORANDUM CIRCULARS 1988-2022)</b>	<b>600</b>	<b>copies</b>					
	<b>specifications:</b>							
	<b>Size:</b> 8.26 x 5.82 inches (folded)							
	8.26 x 11.70 inches (spread)							
	<b>Color:</b> Cover and back cover - full color							
	<b>Inside pages:</b> one (1) color							
	<b>Stock:</b> Cover - C2S #140 with full spot UV lamination							
	<b>Inside:</b> Bookpaper #70							
	<b>No. of pages:</b> 356 excluding cover							
	<b>Binding:</b> Perfect							
	<b>NOTE:</b>							
	1. Proof should be submitted one (1) government working day after submission of materials							
	2. Delivery should be within ten (10) working days after approval of final proof							
	3. Should be able to work with Adobe Cloud							
	4. All materials provided to the bidder/printer are property of the CSC and should not be reproduced or reprinted without written consent							
	5. Bidder should not have been penalized for two (2) weeks or more delay in the delivery							
	<b>Approved Budget for the Contract (ABC): Php 132,000.00</b>							

  
**PEARLIE ANN S. RAMOS**  
 Procurement Officer

931-7935; 931-7939; 931-8092 Loc. 508

\_\_\_\_\_  
 Printed Name/Signature  
 Authorized Representative of the Service Provider