

## Civil Service Commission

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

## REQUEST FOR QUOTATION

RFQ No. 2023-195 NP SVP  
 Date: September 19, 2023  
 PR No./End-User: 2023-09-1278/ 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<br>If applicable, write the detailed specifications in the space provided.<br>Indicate brand, model and country of origin. | UNIT PRICE | TOTAL PRICE |
|----------|--|------------|---------------|-----|----|---|------------|-------------|
|          | <b>2023 FAR FROM THE ORDINARY PHOTOBOOK</b>  | <b>200</b> | <b>copies</b> |     |    |   |            |             |
|          | <b>Size:</b> 7" x 9" (folded); 14" x 9" (spread)   |            |               |     |    |   |            |             |
|          | <b>Stock:</b> C2S 80   |            |               |     |    |   |            |             |
|          | <b>Cover:</b> Chipboard #20 covered with matte, #100 with spot UV lamination   |            |               |     |    |   |            |             |
|          | <b>Color:</b> Full color (ensure high standards of color process reproduction)   |            |               |     |    |   |            |             |
|          | <b>Printing:</b> 300 dpi high quality printing (preseve the high resolution of photos to be provided by CSC, should have no pixelation, dark undertones, or low quality printing)  |            |               |     |    |   |            |             |
|          | <b>Binding:</b> Smyth sewn   |            |               |     |    |   |            |             |
|          | <b>No. of pages:</b> 150   |            |               |     |    |   |            |             |
|          | <b>Envelope with die cut:</b>  |            |               |     |    |   |            |             |
|          | <b>Stock:</b> C2S 100  |            |               |     |    |   |            |             |
|          | <b>Color:</b> Greyscale of the book cover  |            |               |     |    |   |            |             |
|          | <b>Die cut:</b> 2 inches (flap)  |            |               |     |    |   |            |             |
|          | <b>Size:</b> 8" x 10" (the book should fit inside the envelope)  |            |               |     |    |   |            |             |
|          | <b>Printer/Bidder Requirements:</b>  |            |               |     |    |   |            |             |
|          | 1. Bidders/Service Providers are required to take a look at the sample publication at the Public Assistance and Information Office, 1st floor, CSC-Central office, IBP Road, Batasan Hills, Quezon City. Otherwise, non-compliance with this requirement may be a ground for disqualification. |            |               |     |    |   |            |             |
|          | 2. Proof should be delivered to the CSC within two (2) working days from receipt of the material (up to 3 proofs)  |            |               |     |    |   |            |             |
|          | page 1 of 2  |            |               |     |    |   |            |             |

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| 3. Delivery Period: Copies should be delivered within twenty (20) government working days from the approval of proof |  |  |  |  |  |  |  |
| 4. Estimated timeline of project: Provision of camera-ready material   |  |  |  |  |  |  |  |
| 5. Company/Service Provider should be able to comply with requirements for government bidding via Philgeps           |  |  |  |  |  |  |  |
| <b>Approved Budget for the Contract (ABC): Php 120,000.00</b>  |  |  |  |  |  |  |  |
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| <b>page 2 of 2</b>   |  |  |  |  |  |  |  |
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**PEARLIE ANN S. RAMOS**  
 Procurement Officer

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

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