

**Civil Service Commission**

Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No. 2023-200 NP SVP  
 Date: September 25, 2023  
 PR No./End-User: 2023-09-1334/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 HAP/PLBi FOLDERS</b>	1,000	piece					
	Certificate Holder Type							
	<b>Dimensions:</b> L- 12.5 W- 18 (spread); L - 12.5 W - 9 (folded) to accommodate A4-sized certificates							
	<b>Stock and color:</b> Chipboard # 25 with C2S 80 cover							
	<b>Spot lamination:</b> CSC and HAP logos							
	<b>Color:</b> Full color print (4/4); design will come from the end-user							
	<b>Others:</b> with die cut or slits on inside to serve as certificate holders							
	<b>Packaging:</b> each certificate holder should be wrapped in protective plastic							
	<b>Proofing:</b> two (2) government working days after receipt of files/material from CSC 9up to 3 proofings)							
	<b>Delivery:</b> twenty (20) government working days after approval of proof							
	<b>Total Approved Budget for the Contract (ABC): Php 120,000.00</b>							
	x-x							

  
**PEARLIE ANN S. RAMOS**  
 Procurement Officer

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

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