

**Civil Service Commission**  
Constitution Hills, Batasang Pambansa Complex Diliman, Quezon City,

**REQUEST FOR QUOTATION**

RFQ No.

2023-264 NP-SVP

Date:

November 23, 2023

PR No./End-User:

2023-11-1717/ PAIO

Company Name :

Address :

Tel No. &amp; 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 2023 FAR FROM THE ORDINARY PHOTOBOOK</b>	200	copies					
	<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 (preserve 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>Process:</b> offset							
	<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>Proofing (book and envelope)</b>							
	Four (4) copies of printed proofs using actual materials and colors (this should be included in the proposed budget/quotation/bid)							
	<b>Approved Budget for the Contract (ABC): Php 120,000.00</b>							
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	<b>Requirement for bidders:</b>							
	1. for the winning bidder and before printing/production of the materials, it should coordinate first with the end-user (PAIO) for its guidance to achieve quality- printed materials							
	2. Proof should be delivered to the CSC within two (2) working days from receipt of the material (4 copies)							
	3. Delivery period: Copies should be delivered within twenty (20) government working days from the approval of proof							
	4. Estimated timeline of project: 1st quarter to 2nd quarter (subject to change)							
	5. Only bidders that can comply with all the requirements specified herein should submit bids							
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**PEARLIE ANN S. RAMOS**  
 Procurement Officer  
 931-7935; 931-7939; 931-8092 Loc. 508

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