



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**KEDUTAAN BESAR REPUBLIK FILIPINA**  
**JAKARTA**

**REQUEST FOR QUOTATION**

Printing services for various custom printed materials and other paraphernalia

The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to procure services for the printing of various custom paper materials and other paraphernalia

Please refer to the attached Terms of Reference (ToR). The Approved Budget for Contract (ABC) is USD3,000.00 or its equivalent in IDR.

The Embassy invites all interested technically, legally and financially capable companies to submit their respective proposal for the procurement not later than 26 December 2022. The Embassy accepts open quotations submitted directly, through facsimile or email at the address given below:

Mr. JULIUS P. CALISIN  
Property Officer and Attaché  
Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia  
Tel. No. : 3100334  
Email : [julius.calisin@dfa.gov.ph](mailto:julius.calisin@dfa.gov.ph)

This Request for Quotation shall be posted at the official website of the Embassy (<https://jakartape.dfa.gov.ph/>), at a conspicuous place in the premises of the Embassy. It shall be also be posted at the PhilGEPS website facility for procurements abroad if the facility is available.

Jakarta, 22 December 2022

By Authority of the Bids and Awards Committee (BAC)

  
**GLENN JOSEPH D. TEH**  
Chairperson, BAC

## Terms of Reference

Printing services for various custom printed materials and other paraphernalia

The Approved Budget for Contract (ABC) is USD3,000.00 or its equivalent in IDR.

### General Conditions

1. The quotation must include documents showing that the service provider is technically, legally, and financially capable to fulfil contract.
2. The quotation must be in IDR and for all the of items listed herein.
3. The quoted price shall be the final price and include all applicable taxes.
4. The prices quoted must be valid and not be subject to any changes.
5. The quotation must include a detailed price computation.

### Technical Specifications

Description	Unit	Quantity
<b>Letterhead,</b>  Paper Size: A4, 80gsm Color: white Printing: Colored logo	Ream	6
<b>Mechanical automatic stamp</b>  Size: 3x8cm to 4 x 10cm Material: Plastic, With cover	Piece	25
<b>Dater stamp</b>  Size: 3x8cm to 4 x 10cm Material: Metal and Plastic	Piece	3
<b>Complimentary Cards (Embassy)</b>  <u>Card:</u> Size: 9.5 x 7 cm Paper material: Concorde 220gsm Printing: Gold logo, black text Finishing: Embossed  <u>Envelope:</u> Size: 10 x 8 cm Paper material: 90gsm	Piece	200

<b>Complimentary Cards (Ambassador)</b>  <u>Card:</u> Size: 9.5 x 7 cm Paper material: 220gsm Printing: Gold logo, black text Finishing: Embossed  <u>Envelope:</u> Size: 10 x 8 cm Paper material: 90gsm	Piece	200
<b>Paper bag (small)</b>  Size: 29 x 23 x 8.2 cm Material: Doff fully laminated paper bag Paper bag color: blue Printing: Gold logo + text Others: Polyester handles + metal eyelets	Piece	200
<b>Paper bag (large)</b>  Size: 35cm x 40 x 12.2cm Material: Doff fully laminated paper bag Paper bag color: blue Printing: Gold logo + text Others: Polyester handles + metal eyelets	Piece	200
<b>Long pocket folder</b>  Size: 9.5 x 14.5 cm Pocket: 1 side, 4.5 cm Material: Doff fully laminated Color: TBD Printing: Gold logo, colored image, one color text	Piece	200
<ol style="list-style-type: none"> <li>1. The designs will be forwarded to the winning contractor.</li> <li>2. The contractor shall provide sample prints of the items.</li> <li>3. Any items with printing error or poor quality shall be reprinted without additional cost.</li> </ol>		
<b>Payment Terms</b>  <ol style="list-style-type: none"> <li>1. Payment shall be made within thirty (30) working days upon receipt invoice.</li> </ol>		