

TECHNICAL SPECIFICATION of Appointment Notebook

DESCRIPTION/SPECIFICATION:

1. Notebook Sleeve

- Made of Bambi material with T'nalak combination

Size of Sleeve:

- Spread: 13.5" x 8.25"
- Folded: 6.75" x 8.25"

Size of T'nalak

- Wide: 1.5"

2. Notebook with Card Holder

Size:

- Cover folded: 13.50 cm (w) x 19.50 cm (h)
- inside: 13.50 cm (w) x 19.50 cm (h)
- Card plastic holder: 9.00 cm x 6.30 cm

Color Requirement:

- cover: Hard thick acetate clear or any similar alternative (for approval of TPB), no printing (front & back cover)
- inside: 40 leaves, 1 color both sides
- breaker: 5 leaves – divider, full color both sides

Material Preference:

- Cover: Hard tick acetate or any similar alternative (for approval of TPB), no printing (front & back cover)
- Inside pages: Rives Tradition ultra-white 100 gsm
- Breaker: Rives Tradition ultra-white 170 gsm
- Bus. card holder: Card plastic holder (should be pasted in all inside pages, top & bottom alternate)

Printing:

- Offset printing

Other Requirements:

- Layout to be supplied by TPB
- Please submit actual samples of paper, card plastic holder & hardtack acetate clear for cover
- Card plastic holder should be pasted all inside pages, top & bottom alternately
- Packaging – inserted into customized corrugated box with maximum weight of 10-15 kilogram/bx.

QUANTITY:

800 pcs

DATE OF DELIVERY:

18 October 2019 or earlier

EVALUATION PROCEDURE:

The winning bid shall be selected based on the proposal with the most advantageous package cost, provided that the amount of the bid does not exceed the above total budget.

ELIGIBILITY REQUIREMENTS:

1. Must be accredited by the Department of Tourism (DOT)
2. Must be accredited with the Philippine Government Electronic Procurement System (PHILGEPS)

PAYMENT PROCEDURE:

Send bill to the TOURISM PROMOTIONS BOARD full payment after the completion of services

APPROVED BUDGET:

FIVE HUNDRED SIXTY THOUSAND PESOS (PHP 560,000.00) to cover all applicable taxes

CONTACT PERSONS:

- Gene Dela Cruz, International Promotions Department
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SAMPLE DESIGN

