

SPECIFICATIONS FORM

Title of publication: **2024 ASEAN Desk Calendar + Packaging**

Delivery date: Week 27 November – 1 December 2022

Closing date for submission: (by Admin)
of quotation

1. **General Requirement:** Vendor to design, layout and print the calendar and packaging

Using FSC Certified Paper

2. **Desk Calendar:**

Size: 19 x 19 cm

Color: Full color (4/4)

Type of paper: (i) For board/base: Art board with 0.3 cm thickness
(ii) For the monthly sheets: Rives Tradition, Bright White, 250 gsm

Design: Template will be provided by ASEC + Editing details by Vendor

Number of pages: (i) Cover: 1 page
(ii) Calendar + Content: 24 pages
(iv) Previous month, future month, holidays of each Member State
+ description, ASEAN emblem: 3 pages
Total: 28 pages/14 sheets

Number of printed:
dummies 2 copies

Number of final copy: 500 copies

Binding: Double black spiral - White

3. **Envelope/packaging:**

Size: 20 x 20 cm/fit the size of the calendar

Color: One Color (1/1)

Type of paper: Kraft Paper 100 grams

Design: Will be provided by ASEC, adjustment by vendor

Number of printed:
dummies 2 copies

Number of final copy: 500 copies

4. **Quotation Validity:** 4 months

5. **Note:** (i) Quotation to be submitted in IDR
(ii) Please **sign** this Specifications Form and attach to your quotation

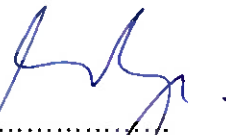
CONDITIONS:

1. If awarded the project, final PDF should be submitted upon completion of printing delivery:
 - a) High-res PDF
 - b) Standard PDF (<5 MB)
2. Terms of payment: Full payment will made upon completion of printing delivery.

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Supplier:
Date:



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CRD: OFR Wuri Parmaitri
Date: 15 September 2023



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User: ADR Romeo Jr. Abad Arca
Date: 15 September 2023