

SPECIFICATIONS FORM

Title of publication: **Report of the Mid-Term Review of the Implementation of AADMER Work Programme 2021-2025**

Delivery date: **By 20 December 2023**
(completion of printing)

Closing date for submission:
of quotation

GENERAL WORKS:	(i) To design, layout, and print the publication (ii) Final products: 1 (one) copy of e-publication, semi interactive PDF (with menu) and 50 printed copies (iii) Completion of design/printing: 20 December 2023	
SPECIFICATIONS	COVER	CONTENT
SIZE	A4 size: Folded: 21 x 29.7 cm Open: 42 x 29.7 cm	Consists of: Texts, tables, graphics, charts
COLOR	4/0	4/4
TYPE OF PAPER	Art Carton: 230 grams, laminated doff	Matt paper: 100 grams
NUMBER OF PAGE	110 pages (including cover) Note: Quotation proposed by vendor must cover the cost for total pages within the range of 110-120 pages	
NUMBER OF COPY	1 copy of PDF 50 printed copies	
NUMBER OF HARD DUMMY	Up to 2 x hard dummies	
Quotation Validity	Up to 4 months	
BINDING	Perfect binding (Stiches + Hot Glue)	
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, upon completion, the final PDF version of the publication approved by the ASEAN Secretariat should be submitted via email in the following formats:

- High-res PDF
- Standard PDF (<5 MB)

2. Terms of payment: Payment will be made in full upon delivery and submission via email of the final version of the Report in PDF and printed copies approved by the ASEAN Secretariat.

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(Signature)



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User: SO Akbar Meirio
Date: 9 November 2023