

## SPECIFICATIONS FORM

**Title of project:** Desk Calendar 2025

**Delivery date:** Week of 2 - 6 December 2024

**Closing date for submission:** ..... (by Admin)  
**of quotation**

|                              |                                                                                                                                                                                                                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GENERAL WORKS:</b>        | (i) To print the calendar<br>(ii) To produce the packaging<br>(iii) Use FSC-Certified Paper                                                                                                                                                                                               |
| <b>1. DESK CALENDAR</b>      |                                                                                                                                                                                                                                                                                           |
| Size                         | 19 x 19 cm                                                                                                                                                                                                                                                                                |
| Color                        | Full color (4/4)                                                                                                                                                                                                                                                                          |
| Type of paper                | (i) For board/base: Art board with 0.3 cm thickness<br>(ii) For the monthly sheets: Earthwave Extra White (Texture), 220 gsm<br>                                                                        |
| Design                       | To be provided by ASEC on the week of 18 – 22 November 2024                                                                                                                                                                                                                               |
| Number of pages              | (i) Cover: 1 page<br>(ii) Calendar + Content: 24 pages<br>(iii) Previous month, future month, holidays of each Member State + description, ASEAN emblem: 3 pages<br><br>Total: 28 pages/14 sheets                                                                                         |
| Binding                      | Double black spiral - White                                                                                                                                                                                                                                                               |
| Dummy                        | 2 (two) copies                                                                                                                                                                                                                                                                            |
| Final product                | 700 copies                                                                                                                                                                                                                                                                                |
| <b>2. ENVELOPE/PACKAGING</b> |                                                                                                                                                                                                                                                                                           |
| Size                         | 20 x 20 cm/ fit the size of the calendar                                                                                                                                                                                                                                                  |
| Color                        | One color (1/1)                                                                                                                                                                                                                                                                           |
| Type of paper                | Kraft Paper 100 gms                                                                                                                                                                                                                                                                       |
| Design                       | To be provided by ASEC on the week of 18 – 22 November 2024                                                                                                                                                                                                                               |
| Dummy                        | 2 copies                                                                                                                                                                                                                                                                                  |
| Final product                | 700 copies                                                                                                                                                                                                                                                                                |
| <b>Note and Conditions</b>   |                                                                                                                                                                                                                                                                                           |
| Quotation                    | (i) Validity: up to 4 months<br>(ii) Currency: quotation to be submitted in <b>IDR, non-VAT/Tax</b> .<br>(iii) Please <b>sign</b> this Specification Form and attach it to your submission.                                                                                               |
| Timeline                     | 18 – 22 November 2024: Design to be provided by ASEC.<br>25 – 29 November 2024: 1st and 2nd dummies (calendar + packaging) to be produced by vendor.<br>2 – 6 December 2024: Final product to be delivered by vendor.<br>9 – 13 December 2024: Revision/replacement of rejected products. |

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| Conditions       | <p>(i) Vendor <b>must</b> enclose the sample of papers (calendar and packaging) as in the above specification when submitting the quotation.</p> <p>(ii) Vendor must comply with the agreed timeline.</p> <p>(iii) Vendor is expected to conduct a thorough QC of the products. ASEC only accepts products in good condition. Damaged products, dirty, or in a condition that does not meet ASEC standards must be replaced.</p> <p>(iv) Raw materials and final products must be submitted with the copyright owned by ASEC.</p> |
| Terms of Payment | Payment will be made in full upon delivery/submission of the final products and approved by ASEC.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| References       | <ul style="list-style-type: none"> <li>• Sample of Calendar: <a href="#">Reference Calendar 2024.pdf</a></li> <li>• Sample of Envelope/Packaging: <a href="#">Reference Packaging Calendar.pdf</a></li> <li>• Prospective vendors are welcomed to see the sample of desk calendar 2024 (hard copy) at the ASEAN Secretariat.</li> </ul>                                                                                                                                                                                           |

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 (Supplier)  
 Date:



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 CRD: OFR Sri Wahyuni Danty  
 Date: 6 September 2024



.....  
 User: ADR Marisol Hernandez, CRD  
 Date: 6 September 2024