

Summary Specification	
BIL. SEBUTHARGA/QUOTATION REF.:	UBD/Q/223/2025 (CCO) - [G]
TARIKH DIKLANKAN :	25 November 2025 [Selasa]
TARIKH TUTUP :	09 Disember 2025 [Selasa] JAM: 2 Petang
DOCUMENT FEE : B\$ 10.00	

IMPORTANT

The Official PDF quotation/tender form will be send via email once UBD Official receipt issued and send to vendors/supplier for confirmation of payment received.

Please take note that the document fee for each of the New and Extended quotations will be BND 10.00 each

a) Quotations or tenders under Universiti Brunei Darussalam (Kerajaan) can be identified by the letter [G] at the end of the quotation/tender reference number.

Example: UBD/Q/123/2023 – [G]

b) Quotations or tenders under Universiti Brunei Darussalam (Tabung UBD) can be identified by the letter [T] at the end of the quotation/tender reference number.

Example: UBD/Q/123/2023 – [T]

Please ensure that your company makes payment to the correct account:

For [G] references → Kerajaan Account

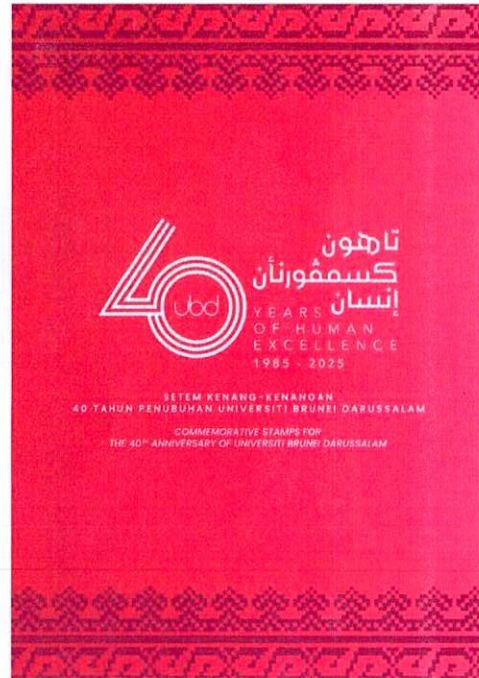
For [T] references → Tabung Universiti Account

Account numbers and detailed payment steps are available on the Universiti Brunei Darussalam website under the section “Mode of Payment.”

Important Note: Please ensure that you provide the correct details when making the payment.

Please email proof of the above payment to helpdesk.epay@ubd.edu.bn , finance@ubd.edu.bn, eprocurement.support@ubd.edu.bn.

TITLE :		<u>TO PRINT, SUPPLY AND DELIVER UBD'S 40TH ANNIVERSARY COMMEMORATIVE STAMP</u>
No.	Quantity	SPECIFICATIONS
1	200 units	PAPER DISPLAY FOR 100MM x 100MM MINIATURE SHEET • Full color printing double sided • Paper Stock: 320gsm2 Matte Art Card (or recommended by printer) Finishing: • ROSE GOLD FOIL STAMP on front side only • Front side: 110 x 110 mm plastic film added adhesive at bottom section to slip in 100mm x 100mm sheet • Plastic wrapper to include
2	100 units	PAPER FOLDER FOR UNCUT STAMP SHEET • CLOSED A4, OPEN A3 • Full color printing double sided • Paper Stock: 320gsm2 Matte Art Card (or recommended by printer) Finishing: • Spot UV (areas specified in PDF) • 240mm x 190mm Plastic Film added adhesive at bottom section to slip in 180mm x 220mm stamp sheet • To be plastic wrapped as closed A4 folder
3	300 units	HARDCOVER FOLDER WITH POPUP 3D ARTWORK FOR FIRST DAY COVER ENVELOPE • CLOSED A4 (landscape), OPEN A3, BIFOLD, full color printing • Exterior: Hardcover strawboard, matte (or recommended by printer) • Interior: Matte or Metallic paper Finishing: • Spot UV on exterior cover (areas specified in PDF) • 250mm x 130mm Plastic Film added adhesive at bottom section to slip in 220mm x 110mm envelope • To be plastic wrapped as closed A4 folder • Custom cut out of artwork



PAPER FOLDER FOR UNCUT STAMP SHEET

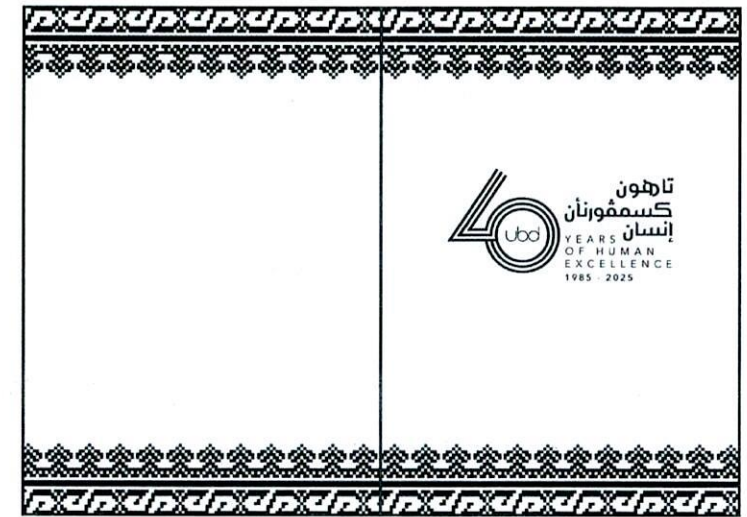
CLOSED A4, OPEN A3
Full colour printing double sided

Paper Stock:
320gsm2 Matte Art Card
(or recommended by printer)

Finishing:

- Spot UV (areas specified in PDF)
- 240mm x 190mm Plastic Film added adhesive at bottom section to slip in 180mm x 220 stamp sheet
- To be plastic wrapped as closed A4 folder

Contact designer for clarification:
Ziggy (hazazi.latif@ubd.edu.bn) (8716896)

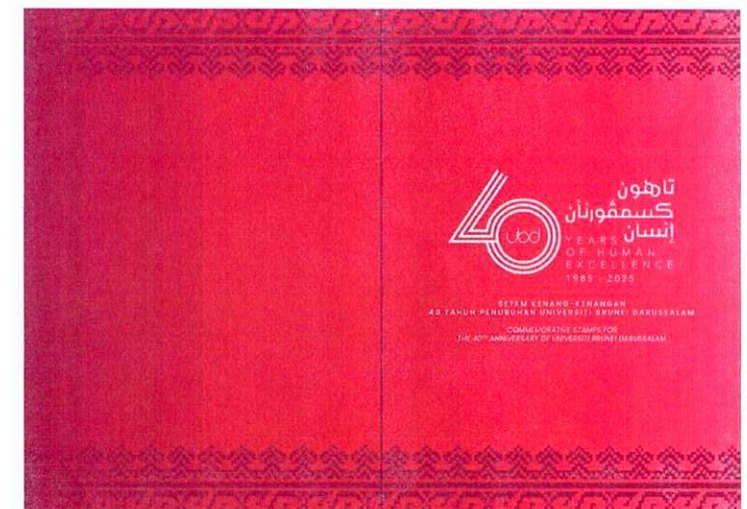


AREAS FOR SPOT-UV



INTERIOR

- Plastic film 240x190mm, must be able to slip in 180x220mm sheet
- adhesive only added at bottom section



EXTERIOR

PAPER DISPLAY for 100mm x 100mm miniature sheet.

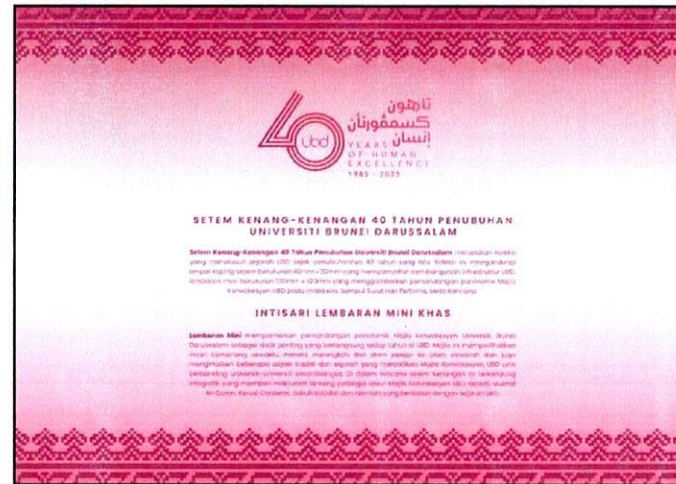
Full colour printing double sided

Paper Stock:
320gsm2 Matte Art Card
(or recommended by printer)

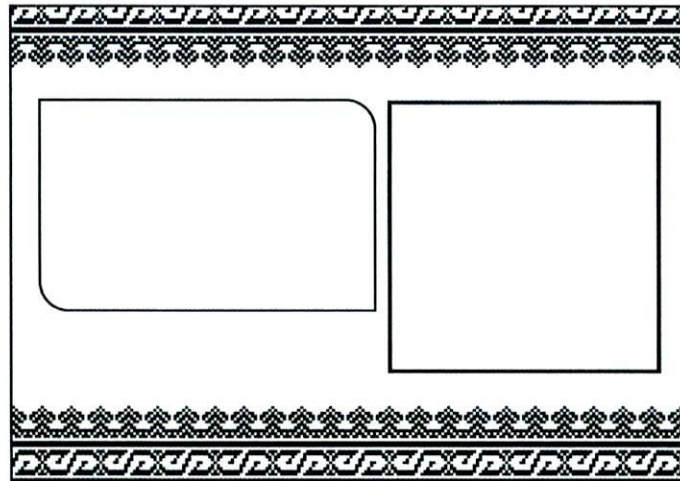
Finishing:

- **ROSE GOLD FOIL STAMP** on Front side only
- Front side: 110 x 110 mm Plastic Film added adhesive at bottom section to slip in 100mm x 100mm sheet
- plastic wrapper to include

Contact designer for clarification:
Ziggy (hazazi.latif@ubd.edu.bn) (8716896)



AREAS FOR FOIL STAMPING



BACK



FRONT

- Plastic film 110mmx110mm, must be able to slip in 100x100mm sheet
- adhesive only added at bottom section

Pop up artwork
 250mm width x 150mm height x 20mm length
 Bottom attached to right side
 background of pop up attached to left side.
 Must fold neatly into folder



HARDCOVER FOLDER with POPUP 3D artwork FOR First Day Cover Envelope

CLOSED A4 (landscape), OPEN A3, BIFOLD
 Full colour printing

Exterior:
 Hardcover strawboard, Matte (or recommended by printer)
 Interior: Matte or Metallic Paper

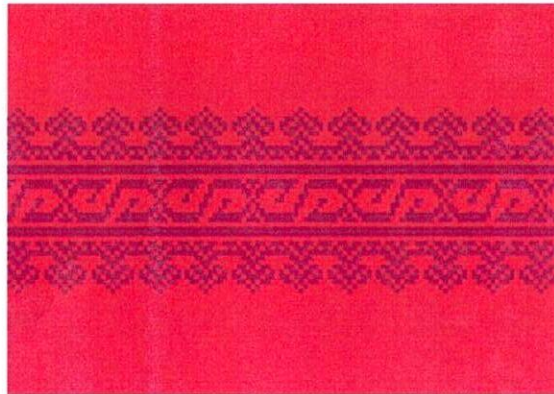
Finishing:

- Spot UV on exterior cover (areas specified in PDF)
- 250mm x 130mm Plastic Film added adhesive at bottom section to slip in 220mm x 110mm envelope
- To be plastic wrapped as closed A4 folder
- custom cut of artwork

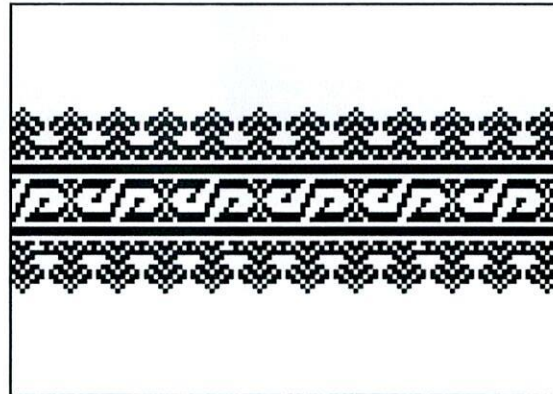
Contact designer for clarification:
 Ziggy (hazazi.latif@ubd.edu.bn) (8716896)

- 250mm x 130mm Plastic Film to slip in 220mm x 110mm envelope

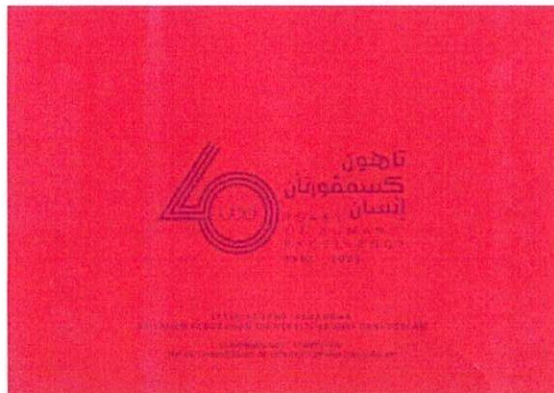
- adhesive only added at bottom section



BACKCOVER



AREAS FOR SPOT-UV



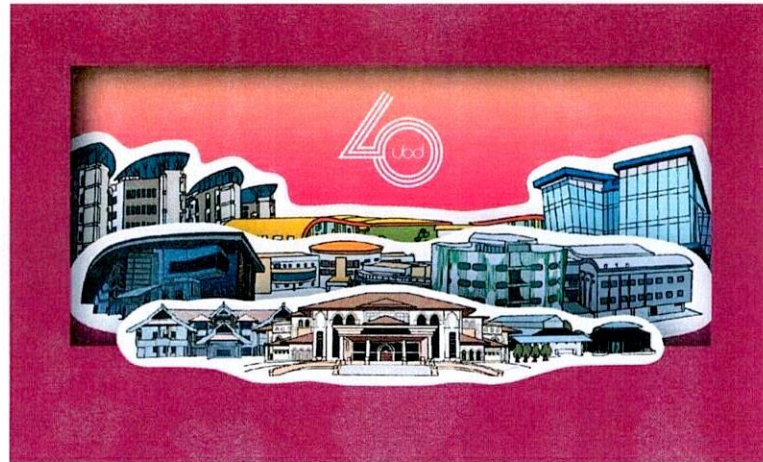
FRONT COVER



AREAS FOR SPOT-UV

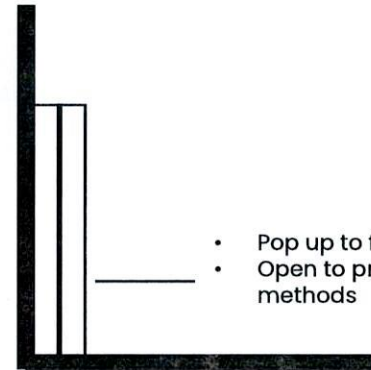


FOLDER INTERIOR



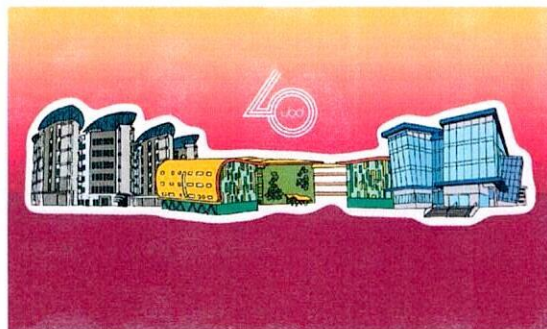
POP UP LAYERS WHEN COMBINED

- Background Pop up to be attached to left side

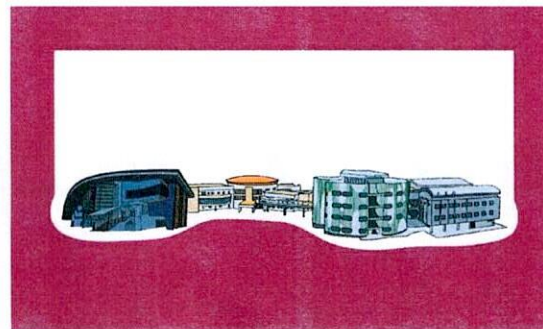


- Pop up to fold neatly when closed
- Open to printer recommendations for methods

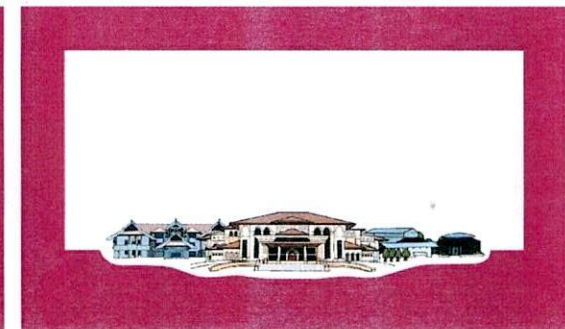
- Pop up to be attached to right side



BACKGROUND



MIDDLE



FOREGROUND