

Summary Specification	
BIL. SEBUTHARGA/QUOTATION REF.:	UBD/Q/253/2025 (CCO) - [G]
TARIKH DILAKUKAN :	<u>06 Januari 2026 [Selasa]</u>
TARIKH TUTUP :	<u>20 Januari 2026 [Selasa]</u>
	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]

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

For [G] references → Kerajaan 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](mailto:helpdesk.epay@ubd.edu.bn), [finance@ubd.edu.bn](mailto:finance@ubd.edu.bn), [eprocurement.support@ubd.edu.bn](mailto:eprocurement.support@ubd.edu.bn).

TITLE :		<u>TO PROVIDE DESIGN, PRINTING AND DELIVER SERVICE OF 'DISCOVERUBD"</u> <u>UNIVERSITY NEWSLETTER FOR UNIVERSITI BRUNEI DARUSSALAM (ONE YEAR</u> <u>TERM CONTRACT 2026)</u>
No.	Quantity	SPECIFICATIONS
No.	Quantity	Descriptions
1	200 units	<u>TO PRINT, SUPPLY AND DELIVER UBD'S 40TH ANNIVERSARY</u> <u>COMMEMORATIVE STAMP</u> <u>PAPER DISPLAY FOR 100MM x 100MM MINIATURE SHEET</u> <ul style="list-style-type: none"> <li>• Full color printing double sided</li> <li>• Paper Stock: 320gsm2 Matte Art Card (or recommended by printer)</li> </ul> Finishing: <ul style="list-style-type: none"> <li>• ROSE GOLD FOIL STAMP on front side only</li> <li>• Front side: 110 x 110 mm plastic film added adhesive at bottom section to slip in 100mm x 100mm sheet</li> <li>• Plastic wrapper to include</li> </ul>
2	100 units	<u>PAPER FOLDER FOR UNCUT STAMP SHEET</u> <ul style="list-style-type: none"> <li>• CLOSED A4, OPEN A3</li> <li>• Full color printing double sided</li> <li>• Paper Stock: 320gsm2 Matte Art Card (or recommended by printer)</li> </ul> Finishing: <ul style="list-style-type: none"> <li>• Spot UV (areas specified in PDF)</li> <li>• 240mm x 190mm Plastic Film added adhesive at bottom section to slip in 180mm x 220mm stamp sheet</li> <li>• To be plastic wrapped as closed A4 folder</li> </ul>
3	300 units	<u>HARDCOVER FOLDER WITH POPUP 3D ARTWORK FOR FIRST DAY COVER</u> <u>ENVELOPE</u> <ul style="list-style-type: none"> <li>• CLOSED A4 (landscape), OPEN A3, BIFOLD, full color printing</li> <li>• Exterior: Hardcover strawboard, matte (or recommended by printer)</li> <li>• Interior: Matte or Metallic paper</li> </ul> Finishing: <ul style="list-style-type: none"> <li>• Spot UV on exterior cover (areas specified in PDF)</li> <li>• 250mm x 130mm Plastic Film added adhesive at bottom section to slip in 220mm x 110mm envelope</li> <li>• To be plastic wrapped as closed A4 folder</li> <li>• Custom cut out of artwork</li> </ul>



## PAPER FOLDER FOR UNCUT STAMP SHEET

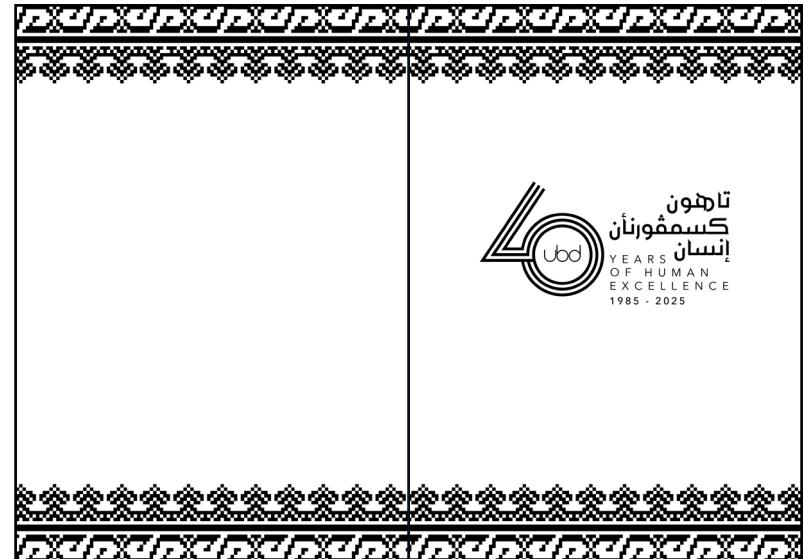
CLOSED A4, OPEN A3  
Full colour printing double sided

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



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

INTERIOR



EXTERIOR

## PAPER DISPLAY for 100mm x 100mm miniature sheet.

Full colour printing double sided

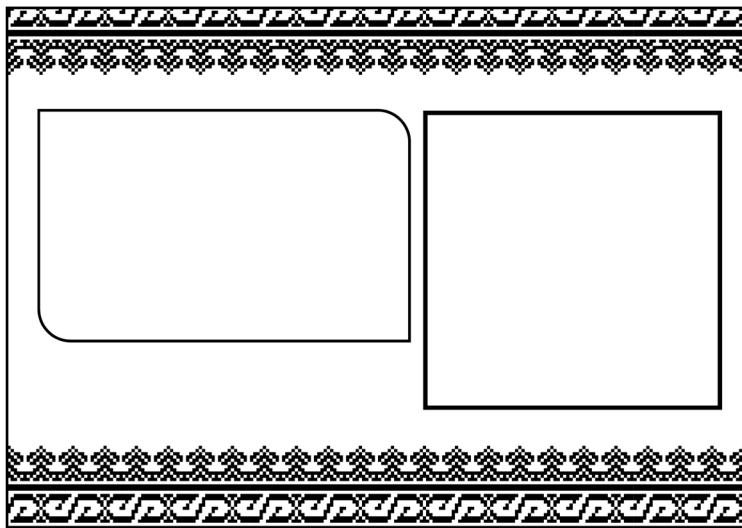
Paper Stock:

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)



BACK



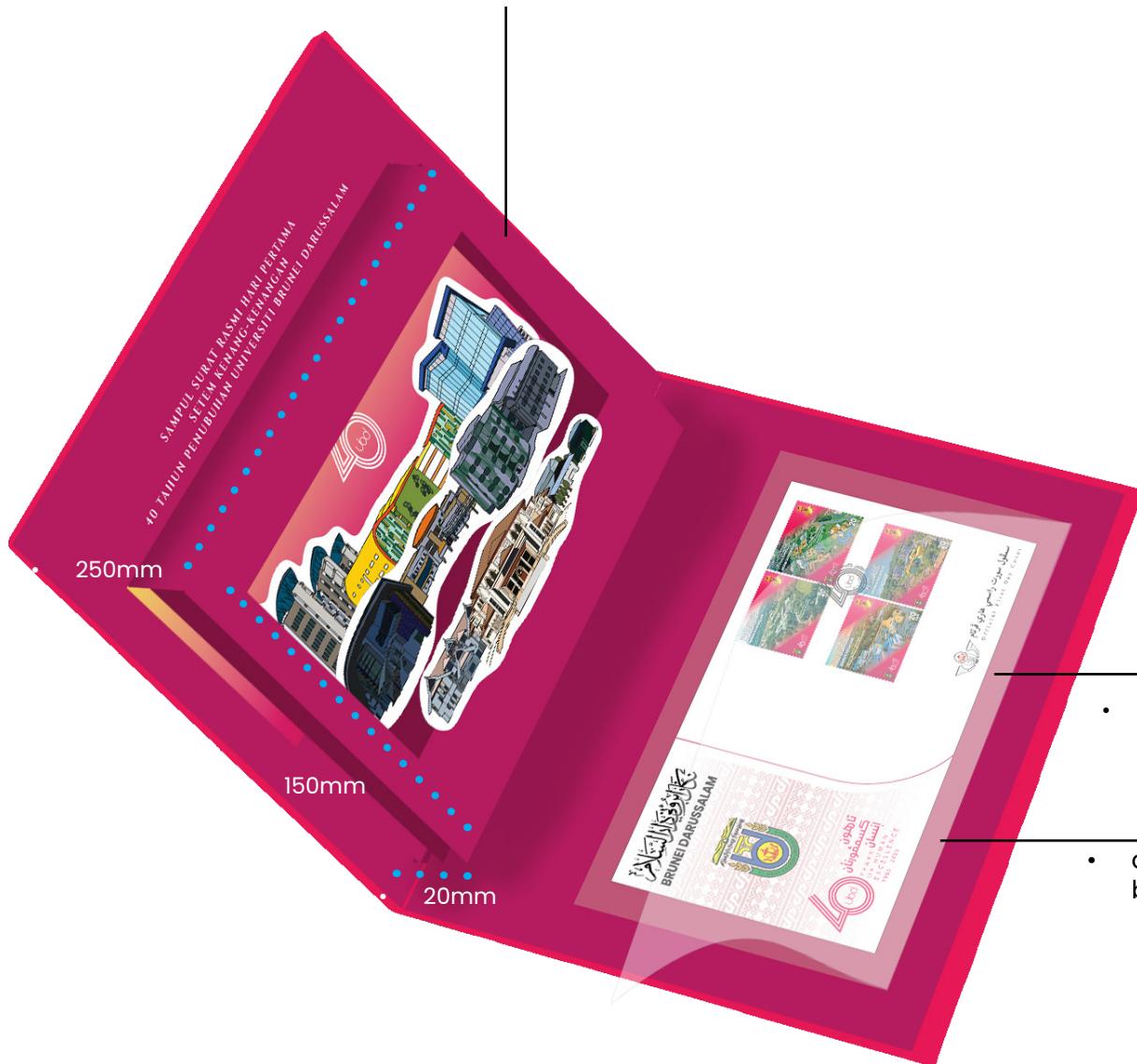
AREAS FOR FOIL STAMPING



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

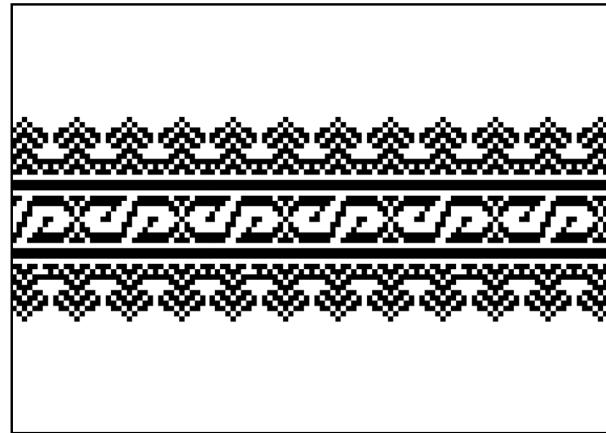
- adhesive only added at bottom section



BACKCOVER



FRONT COVER



AREAS FOR SPOT-UV



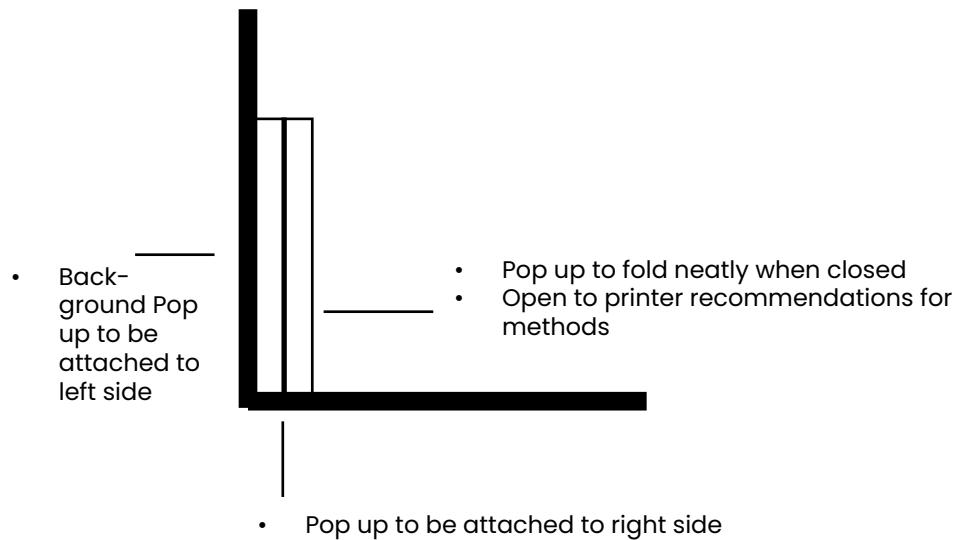
AREAS FOR SPOT-UV



FOLDER INTERIOR



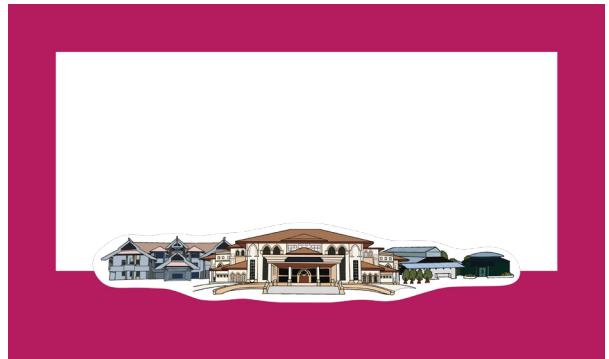
**POP UP LAYERS WHEN COMBINED**



**BACKGROUND**

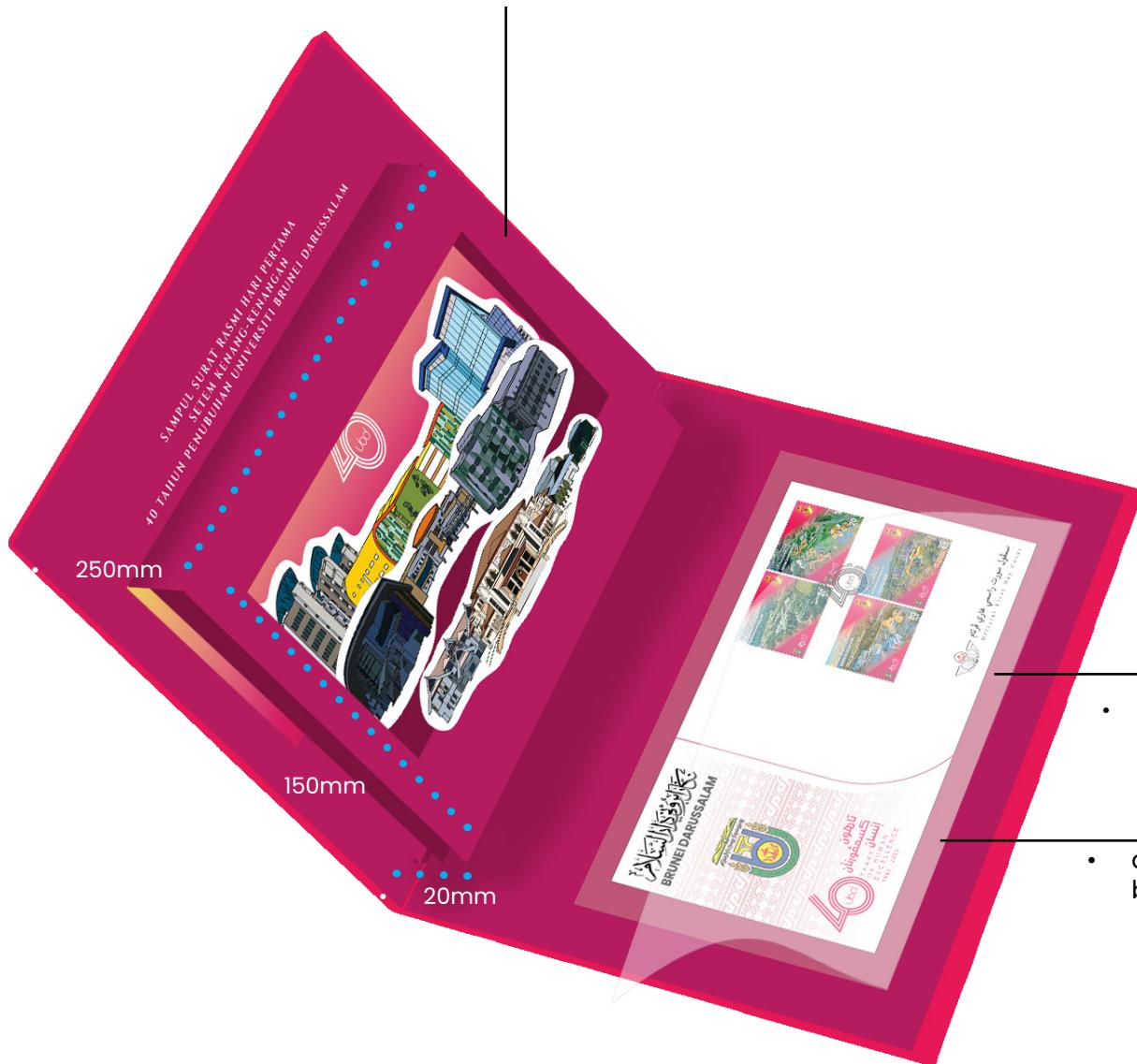


**MIDDLE**



**FOREGROUND**

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

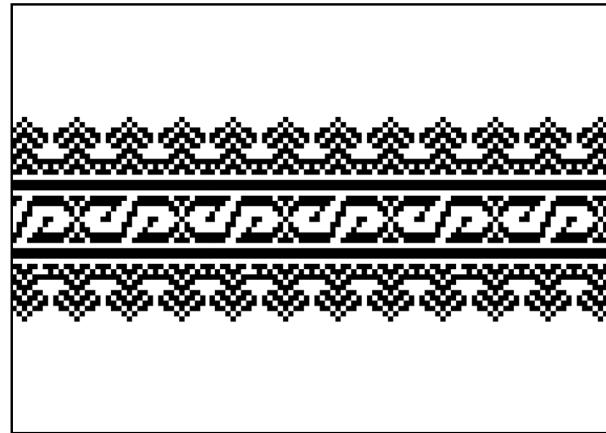
- adhesive only added at bottom section



BACKCOVER



FRONT COVER



AREAS FOR SPOT-UV



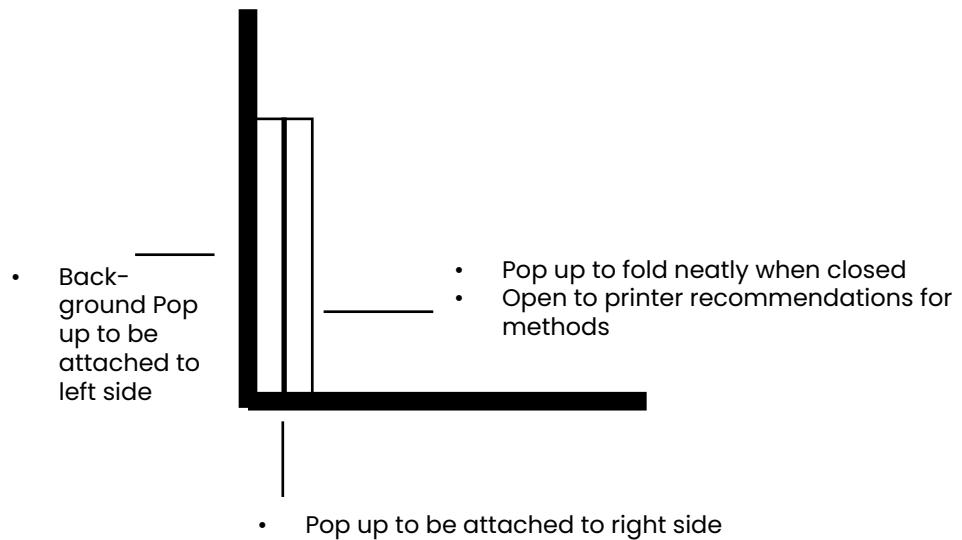
AREAS FOR SPOT-UV



FOLDER INTERIOR



**POP UP LAYERS WHEN COMBINED**



**BACKGROUND**

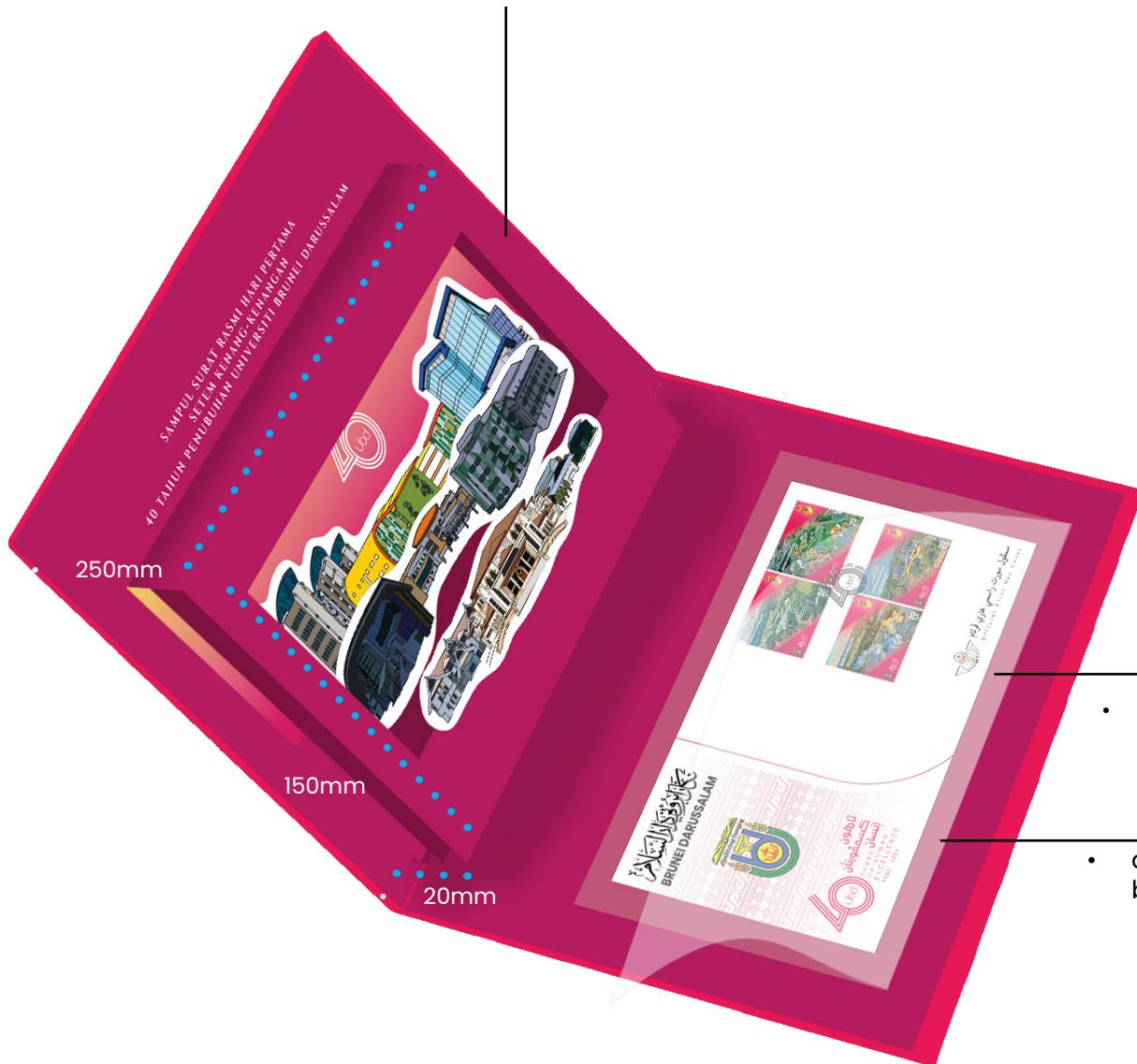


**MIDDLE**



**FOREGROUND**

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

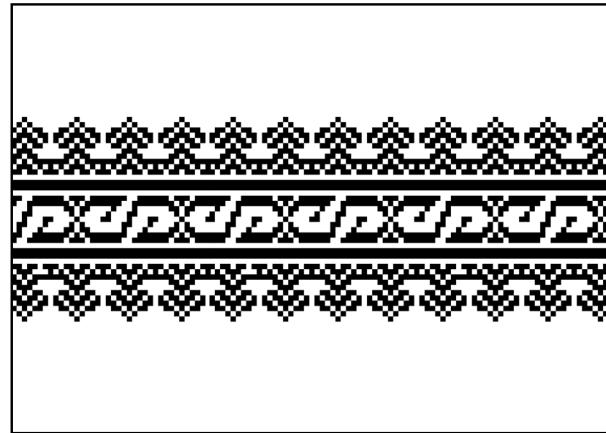
- adhesive only added at bottom section



BACKCOVER



FRONT COVER



AREAS FOR SPOT-UV



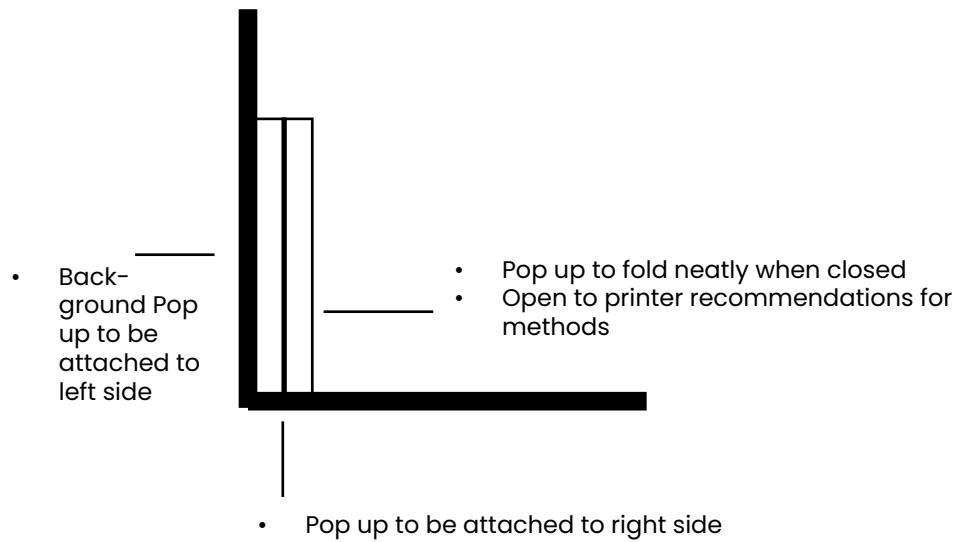
AREAS FOR SPOT-UV



FOLDER INTERIOR



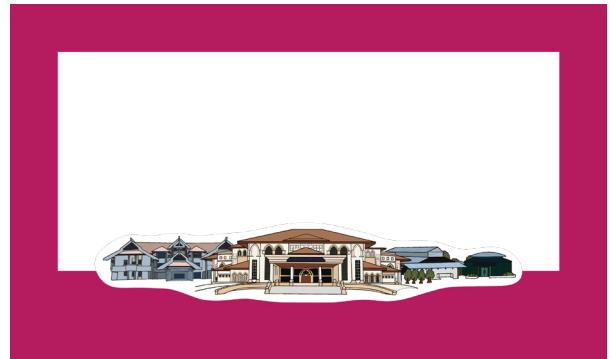
**POP UP LAYERS WHEN COMBINED**



**BACKGROUND**



**MIDDLE**

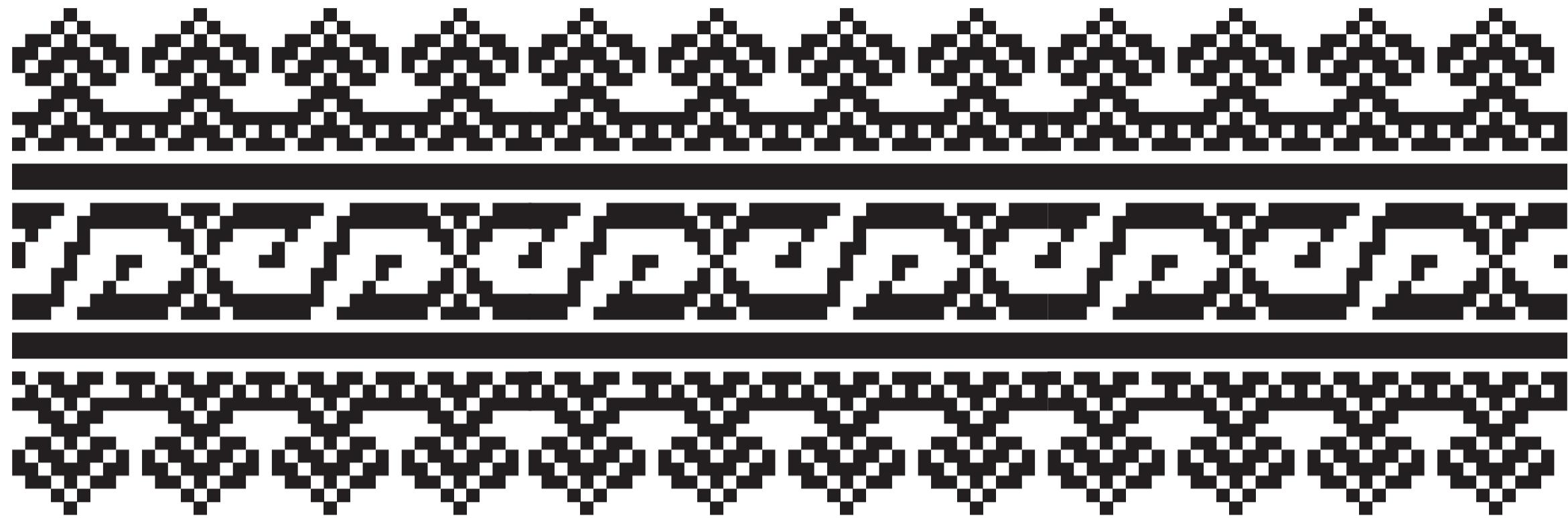


**FOREGROUND**



SETEM KENANG-KENANGAN  
40 TAHUN PENUBUHAN UNIVERSITI BRUNEI DARUSSALAM

COMMEMORATIVE STAMPS FOR  
THE 40<sup>TH</sup> ANNIVERSARY OF UNIVERSITI BRUNEI DARUSSALAM



SETEM KENANG-KENANGAN  
40 TAHUN PENUBUHAN UNIVERSITI BRUNEI DARUSSALAM  
COMMEMORATIVE STAMPS FOR  
THE 40<sup>TH</sup> ANNIVERSARY OF UNIVERSITI BRUNEI DARUSSALAM

SAMPUL SURAT RASMI HARI PERTAMA  
SETEM KENANG-KENANGAN  
40 TAHUN PENUBUHAN UNIVERSITI BRUNEI DARUSSALAM



سمقول سورت راسمي هاري فرثام  
Official First Day Cover

SAMPUL SURAT RASMI HARI PERTAMA  
SETEM KENANG-KENANGAN  
40 TAHUN PENUBUHAN UNIVERSITI BRUNEI DARUSSALAM

