

Section VII. Technical Specifications

Notes for Preparing the Technical Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "*or at least equivalent.*" References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

Technical Specifications

Item No.	Specification	Statement of Compliance
		<i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
3	CLEARBOOK, 20 transparent pockets, A4	
4	CLEARBOOK, 20 transparent pockets, legal	
5	ERASER, plastic/ rubber	
6	SIGN PEN, Black, liquid or gel, 0.5mm	
7	SIGN PEN, Blue, liquid or gel, 0.5mm	
8	SIGN PEN, Red, liquid or gel, 0.5mm	
9	WRAPPING PAPER, kraft, 50 sheets per pack	
12	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	

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13	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack		
14	BATTERY, dry cell, size D, Two (2) pieces per blister pack		
31	INK, for stamp pad, 50mL, violet		
34	ACETATE, 50 meters per roll		
35	CARBON FILM, A4, 100 sheets per box		
36	CARBON FILM, Legal, 100 sheets per box		
39	PHILIPPINE NATIONAL FLAG, (3 x 6 ft)		
42	GLUE, all-purpose, 200 grams per jar		
43	STAPLE WIRE, heavy duty (binder type), 23/13		
44	STAPLE WIRE, standard, (26/6)		
45	TAPE, electrical, (3/4" x 66ft)		
46	TAPE, masking, 24mm		
47	TAPE, masking, 48 mm		
48	TAPE, packaging, 48 mm		
49	TAPE, transparent, 24mm		
50	TAPE, transparent, 48 mm		
52	RULER, plastic, 450 mm		
54	BINDING AND PUNCHING MACHINE, 50mm binding capacity		
55	CALCULATOR, Compact, with 12 digit.		
56	CHALK, white enamel, 100 pieces per box		
57	CLIP, backfold, 19mm		
58	CLIP, backfold, 25mm		
59	CLIP, backfold, 32mm		
60	CLIP, backfold, 50mm		
61	CORRECTION TAPE, 8 meters		
62	CUTTER/UTILITY KNIFE, for general purpose		

63	DATA FILE BOX, 15" x 12" x 10"		
64	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"		
65	DATING AND STAMPING MACHINE		
66	ENVELOPE, Documentary, A4, 500 pieces per box		
67	ENVELOPE, Documentary, legal, 500 pieces per box		
68	ENVELOPE, Expanding, Kraft, 100 pieces per box		
69	ENVELOPE, Mailing, 500 pieces per box		
70	ERASER, felt, for blackboard/whiteboard		
71	FASTENER, metal, non-sharp edges, 50 sets per box		
72	FILE ORGANIZER, expanding, plastic, legal		
73	FILE TAB/INDEX DIVIDER, bristol board, A4		
74	FILE TAB/INDEX DIVIDER, bristol board, legal		
75	FOLDER, Fancy with slide, A4, 50 pieces per bundle		
76	FOLDER, Fancy with slide, legal, 50 pieces per bundle		
77	FOLDER, L-type, A4, 50 pieces per pack		
78	FOLDER, L-type, legal, 50 pieces per pack		
79	FOLDER, pressboard, 100 pieces per box		
80	FOLDER with tab, A4, 100 pieces per pack		
81	FOLDER with tab, legal, 100 pieces per pack		
82	INDEX TAB, self-adhesive, transparent, 5 sets per box		
83	MAGAZINE FILE BOX, Large		
84	MARKER, Flourescent, 3 colors per set		
85	MARKER, Permanent, Black		
86	MARKER, Permanent, Blue		

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87	MARKER, Permanent, Red		
88	MARKER, Whiteboard, Black		
89	MARKER, Whiteboard, Blue		
90	MARKER, Whiteboard, Red		
91	PAPER CLIP, vinly/plastic coated, 33mm		
92	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
93	PAPER TRIMMER/CUTTING MACHINE, table top		
94	PENCIL, lead/graphite, with eraser, one (1) dozen per box		
95	PENCIL SHARPENER, manual, single cutter head		
96	PUNCHER, paper, heavy duty, blue		
97	RING BINDER, plastic, 32 mm, 10 pieces per bundle		
98	RUBBER BAND No. 18, 350g		
99	STAMP PAD, felt, violet		
100	SCISSORS, symmetrical or asymmetrical		
101	STAPLER, standard type		
102	STAPLER, heavy duty (binder type), desktop		
103	STAPLE REMOVER, plier type, stainless steel		
104	TAPE DISPENSER, table top		
105	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack		
106	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box		
107	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box		
108	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box		
109	LOOSELEAF COVER, 50 sets per bundle		
110	NOTE PAD, stick on, 2" x 3", 100 sheets per pad		

111	NOTE PAD, stick on, 3" x 4", 100 sheets per pad		
112	NOTE PAD, stick on, 3" x 3", 100 sheets per pad		
113	NOTEBOOK, stenographer, 80 leaves		
114	PAPER, MULTICOPY A4, 500 sheets per ream		
115	PAPER, MULTICOPY LEGAL, 500 sheets per ream		
116	PAPER, MULTIPURPOSE A4, 500 sheets per ream		
117	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream		
118	PAD PAPER, ruled		
119	RECORD BOOK, 300 PAGES		
120	RECORD BOOK, 500 PAGES		
125	INK CARTRIDGE, EPSON C13T664100 (T6641), Black		
126	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan		
127	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta		
128	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow		
129	TONER CARTRIDGE, HP CB435A, Black		
130	TONER CARTRIDGE, HP CE278A, Black		
131	TONER CARTRIDGE, HP CE285A (HP85A), Black		
132	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet		
133	TONER CARTRIDGE, SAMSUNG MLT-D105L, Black		
135	INK REFILL HP SMART TANK (GT52), BLACK		
136	INK REFILL HP SMART TANK (GT52), YELLOW		
137	INK REFILL HP SMART TANK (GT52), CYAN		

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138	INK REFILL HP SMART TANK (GT52), MAGENTA		
139	INK CART, BROTHER DCP-7310 (BT5000) MAGENTA		
140	INK CART, BROTHER DCP-7310 (BT5000) CYAN		
141	INK CART, BROTHER DCP-7310 (BT5000) YELLOW		
142	INK CART, BROTHER DCP-7310 (BTD60) BLACK		
149	EPSON 003 BT, INK BLACK		
150	Laid Paper, long, Beige		
154	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Black		
155	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Magenta		
156	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Yellow		
157	Original Ink Cartridge for DCP-J100 Brother, LC535XXL-Cyan		
162	Inkjet Glossy Photopaper 20pcs/pack		
163	EPSON 003 Ink for L5190 Printer, Black		
164	EPSON 003 Ink for L5190 Printer, Cyan		
165	EPSON 003 Ink for L5190 Printer, Magenta		
166	EPSON 003 Ink for L5190 Printer, Yellow		
167	INK BOTTLE, HP GT51, Black		
168	INK BOTTLE, HP GT52, Cyan		
169	INK BOTTLE, HP GT52, Magenta		
170	INK BOTTLE, HP GT52, Yellow		
171	HEAVY DUTY SCISSORS		
172	Folder, long white (expanded) 10pcs/pack		
173	Double Sided tape, 1"		

174	KYOCERA Toner Kit (Black) TK-1175		
175	Excellent Writing 0.5mm Gel Ink Pen (blue) Sign Pen 10pcs/pack		
176	Excellent Writing 0.5mm Gel Ink Pen (black) Sign Pen 10pcs/pack		
181	Glue Stick, All purpose Glue, 36g		
182	Lever Arch File Lateral, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, RED,		
183	Lever Arch File Lateral, made of chipboard, taglia lock, 8 5/8 inches in height (for the front flap), 9 5/8 inches in height (for the back flap) and 11 3/4 inches in width, with plastic pocket for label, BLUE		
184	RIBBON, Fujitsu Printer DL 3850+ black (KA02004-C801)		
185	Waterproof File Organizer Document Bag with handle		
186	BALLPEN, Fine tips, Black		
187	Imaging Drum HP CF 21a 19a laserjet		
188	Sticky Note size: 3x3 inches bright color self sticks pads easy to post		
189	Sticky Note size: 4x6 inches bright color self sticks pads easy to post		
190	Sticky Note size: 8x6 inches bright color self sticks pads easy to post		
191	SIGN PEN, Green, liquid or gel		
192	Calculator with H/M/S MS-170TV		
193	Arch File A4 2 Ring Document file		
194	PAPER FASTENER, Plastic		
195	Tape, Masking 50mm x 50m		
196	Packaging tape, transparent (50mm x 100m)		

197	Packaging tape, brown (50mm x 300m)		
198	Packaging tape, brown (50mm x 100m)		
199	Notebook, Hardcover, 80 leaves		
200	Sticky Notes .07"x3"		
201	Glue Stick, All purpose Glue, 22g		
202	BROTHER LC 3619XL BK (black) Cartridge Ink (Printer: Brother MFC-J2730DW)		
203	BROTHER LC 3617Y (yellow) Cartridge Ink (Printer: Brother MFC-J2730DW)		
204	BROTHER LC 3617C (cyan) Cartridge Ink (Printer: Brother MFC-J2730DW)		
205	BROTHER LC 3617M (magenta) Cartridge Ink (Printer: Brother MFC-J2730DW)		
206	Highlighter Pen (yellow, green,orange) 3pcs/pack		
207	AA Ni-MH Rechargeable Battery 1900mAh (4pcs/pack)		
208	Double sided foam tape 1"x5m		
209	Double sided adhesive PE Foam tape 25mmx5m (black)		
210	Duct Tape rubberized 48mmx10m		
211	Sticker Paper, A4 MAT		
212	Sticker Paper, A4 (105gsm, 50 sheets)		
213	Sticker Paper, A4 (105gsm, 20 sheets)		
215	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)		
216	Plastic folder with pockets (8.5 x 14 inches)		
217	Folder, white (for A4 paper) (10 pcs/pack)		
218	Folder, white (for Legal size paper)(10 pcs.pack)		
219	Folder, brown (for A4 size paper)(10 pcs/pack)		

220	Folder, brown (for Legal size paper)(10 pcs/pack)		
221	Portfolio Expandable Envelope with elastic string (long, brown)		
222	Long Brown Envelope		
223	Post it sticky note page (1/2 x 2 inches)		
224	Sticky notes pads assorted color (3x3 inches)		
225	Picture Frame (for A4 paper), assorted color		
226	Certificate Holder (8.5mmx11mm)		
228	Ink for Epson (L3250) - Cyan		
229	Ink for Epson (L3250) - Magenta		
230	Ink for Epson (L3250) - Yellow		
231	Ink for Epson (L3250) - Black		
233	Porta file (RED), 15" x 12" x 10"		
234	BALLPEN, Fine tips, Green, 0.5 mm		
241	Paper, Book, A4		
242	Dot Matrix EPSON LQ 680 PRO Ribbon		
243	Continous Form 4 ply 280X24 1mm, carbonless		
244	Mailing Envelope (white, 63/4-x-Marine Brand - for legal size)		
245	INK CART, EPSON L31 10, 003 Cyan		
246	INK CART, EPSON L31 10, 003 Magenta		
247	INK CART, EPSON L31 10, 003 Yellow		
248	Pen Holder, metal, assorted color		
249	Document Metal Desk Organizer Tray Filling Organizer Three (2) Layer		
250	Double Sided Tape Strong Adhesive For Office School Supplies Powerful Stationery Scrapbooking Masking Tape Paper Paste		
251	Branded STAPLER with REMOVER HEAVY DUTY GOOD QUALITY Max		

252	Paper, Specialty work type, A4 (for certificates), 90 gsm. Cream color		
253	Ink, Genuine, Black - Brother DCPT-T720DW		
259	Ink, Genuine, Cyan - Brother DCPT-T720DW		
260	Ink, Genuine, Magenta - Brother DCPT-T720DW		
261	Ink, Genuine, Yellow - Brother DCPT-T720DW		
262	CLIP, Bulldog, 75mm		
263	Ribbon, Epson LX 310		
264	Ribbon, Epson LX 300 + II		
265	Sticker Paper, color: white, 20pcs/pack, LEGAL		
266	Sticker Paper, color: blue, 20pcs/pack, LEGAL		
267	CONSTRUCTION COLORED PAPER, A4		
269	STICKER PAPER, Matte		
270	LAMINATING FILM, A4		
272	PUSH PINS, 100's/box, assorted colors		
273	PHOTOPAPER, A4, 10's/pack		
274	CERTIFICATE PAPER, A4, 100 GSM		
275	CERTIFICATE PAPER, A4, 100 GSM		
276	SPECIAL PAPER, A5 200 GSM		
278	RING BINDER, 6mm (1/4)		
279	RING BINDER, 8mm (5/6)		
280	RING BINDER, 10mm (3/8)		
281	RING BINDER, 11mm (7/16)		
282	Brown Envelope A4		
282	Brown Envelope Legal		
284	Index Tab 5 Ft. clear		

Handwritten signature

285	Index Tab 5 Ft. red	
286	Index Tab 5 Ft. yellow	
287	Ink for Stamp Pad Red	
288	Stamp Pad, Red	
***** Nothing Follows*****		

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