

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 for A4 size	
4	CLEARBOOK, 20 Transparent pockets for Legal size	
5	ERASER, plastic/rubber	
6	SIGN PEN, Fine Tip, Black, liquid or gel	
7	SIGN PEN, Medium Tip, Black, liquid or gel	
8	SIGN PEN, Fine Tip, Blue, liquid or gel	
9	SIGN PEN, Medium Tip, Blue, liquid or gel	
10	SIGN PEN, Fine Tip, Red, liquid or gel	
11	SIGN PEN, Medium Tip, Red, liquid or gel	

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12	BATTERY, dry cell, size AA, 2 pieces per blister pack	
13	BATTERY, dry cell, size AAA, 2 pieces per blister pack	
14	BATTERY, dry cell, size D, 1.5 volts, alkaline	
26	INK, for stamp pad, violet/purple	
31	GLUE, all-purpose, 200 grams min	
32	STAPLE WIRE, standard, No. 35 (26/6)	
33	TAPE, masking, width: 24mm	
34	TAPE, masking, width: 48mm	
35	TAPE, packaging, width: 48mm	
36	TAPE, transparent, width: 24mm	
37	TAPE, transparent, width: 48mm	
39	RULER, flexible, plastic, 450mm	
40	BINDING AND PUNCHING MACHINE, 50mm binding capacity	
41	CALCULATOR, Compact, 12 digits	
42	CLIP, backfold, all metal, clamping: 19mm (-1mm), 12pcs/box	
43	CLIP, backfold, all metal, clamping: 25mm (-1mm), 12pcs/box	
44	CLIP, backfold, all metal, clamping: 32mm (-1mm), 12pcs/box	
45	CLIP, backfold, all metal, clamping: 50mm (-1mm), 12pcs/box	
46	CORRECTION TAPE, film base type, min 10m	
47	CUTTER/UTILITY KNIFE, for general purpose	
48	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	
49	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	
50	ENVELOPE, Documentary, A4, 500 pieces per box	

51	ENVELOPE, Documentary, legal, 500 pieces per box	
52	ENVELOPE, Expanding, Kraft, 100 pieces per box	
53	ENVELOPE, Mailing, 500 pieces per box	
54	ERASER, felt, for blackboard/whiteboard, 5" x 2" x 1"	
55	FASTENER, metal, non-sharp edges, 50 sets per box	
56	FILE ORGANIZER, expanding, plastic, legal	
57	FOLDER, L-type, legal, 50 pieces per pack	
58	FOLDER, pressboard, 100 pieces per box	
59	FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 25 pcs/packs	
60	FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 25pcs/packs	
61	INDEX TAB, self-adhesive, blue, 5 set/box	
62	MARKER, Flourescent, 3 assorted colors per set	
63	MARKER, Permanent, Black, Bullet type	
64	MARKER, Permanent, Blue, Bullet type	
65	MARKER, Permanent, Red, Bullet type	
66	MARKER, Whiteboard, Black, Felt tip, Bullet type	
67	MARKER, Whiteboard, Blue, Felt tip, Bullet type	
68	MARKER, Whiteboard, Red, Felt tip, Bullet type	
69	PAPER CLIP, vinly/plastic coated, 33mm min, 100pcs/box	
70	PAPER CLIP, vinly/plastic coated, jumbo, 50mm min, 100pcs/box	
71	PAPER SHREDDER, heavy duty	
72	PAPER TRIMMER/CUTTING MACHINE, table top	
73	PENCIL, lead/graphite, with eraser, 12pcs/box	

Technical Specifications – Proposed Procurement of the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO Campus (1st Quarter CY 2024)

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74	PENCIL SHARPENER, manual, single cutter head, Heavy Duty	
75	PUNCHER, paper, heavy duty, with two hole guide, blue	
76	BINDING RING/COMB, plastic, 32 mm	
77	SCISSORS, symmetrical/asymmetrical, blade length: 65mm min, Blue	
78	STAPLER, standard type, heavy duty, load cap: 200 staples min, Blue	
79	STAPLER, for heavy duty staplers, (23/13), binder type	
80	STAPLE REMOVER, plier-type, Stainless Steel	
81	TAPE DISPENSER, table top, for 24mm width tape, blue	
82	CARTOLINA, assorted colors, 10 pcs/pack	
83	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, carbonless, 450 Cuts/pages	
84	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	
85	NOTEPAD, stick-on, 50mm x 76mm, 100 sheets/pad	
86	NOTEPAD, stick-on, 76mm x 100mm, 100 sheets/pad	
87	NOTEPAD, stick-on, 76mm x 76mm, 100 sheets/pad	
88	NOTEBOOK, Stenographer, Spiral, 40 leaves	
89	PAPER, MULTICOPY A4, 80 gsm, size: 210mm x 297mm, 500 sheets/Ream	
90	PAPER, MULTICOPY LEGAL, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	
91	PAPER, MULTIPURPOSE A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Ream	
92	PAPER, MULTIPURPOSE LEGAL, 70gsm, size: 216mm x 330mm, 500 sheets/Ream	
93	RECORD BOOK, 8.5" x 11", 300 PAGES	
94	RECORD BOOK, 8.5" x 11", 500 PAGES	

99	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	
100	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	
101	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	
102	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	
103	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	
104	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	
105	TONER CARTRIDGE, HP CB435A, Black	
106	TONER CARTRIDGE, HP CE285A (HP85A), Black	
107	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	
108	Inkjet Glossy Photopaper 20pcs/pack, A4	
109	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	
110	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	
111	Sticky Note size: 3x3 inches bright color self sticks pads easy to post	
112	Sticky Note size: 4x6 inches bright color self sticks pads easy to post	
113	Sticky Note size: 8x6 inches bright color self sticks pads easy to post	
114	SIGN PEN, Green, Liquid or Gel, 0.5mm	
115	Notebook, Hardcover, 80 leaves	
116	PVC Cover Clear (A4-300) (210mm x 297mm) (300micron) (100 pieces)	
118	Pen Holder, Metal, Cylinder, Color: Black	
119	Sticker Paper, Color: White, 20pcs/pack, Legal	

120	RING BINDER, 6mm (1/4)	
121	RING BINDER, 8mm (5/6)	
122	RING BINDER, 10mm (3/8)	
123	RING BINDER, 11mm (7/16)	
124	RING BINDER, 12mm	
125	RING BINDER, 16mm	
126	RING BINDER, 24mm	
127	Stamp Pad Red	
128	Stamp Pad Violet	
129	Fastener, Plastic, Assorted Color, 50 pcs/box	
130	Ribbon Cartridge, Epson S015639/S015634	
131	Epson T984 Ink Pack for WF C5790/C5290 (Standard Black)	
132	TONER CARTRIDGE, Kyocera TK-1175, Black	
133	Heavy duty, 6 Digit Automatic Numbering Machine	
134	Numbering Machine Ink	
137	Ink for DCP-T426W (set) (Black, Cyan, Yellow, Magenta)	
138	Ink, Genuine, black - Brother DCPT-T720DW	
139	Ink, Genuine, cyan - Brother DCPT-T720DW	
140	Ink, Genuine, magenta - Brother DCPT-T720DW	
141	Ink, Genuine, yellow - Brother DCPT-T720DW	
142	HP Laserjet 107A Black original, Laser Toner Cartridge	
143	FOLDER, L-type, legal, 50 pieces per pack (Color green)	
144	Ballpen, Black, Fine tips	

147	Ribbon, Epson LX 300 + II	
148	Ribbon, Epson LX 310	
149	Laserjet Imaging Drum 32A CF232A	
150	COMPUTER CONTINUOUS FORM, 4 ply, 280mm x 241mm, carbonless	
151	Mailing Envelope, (white, 63/4, for legal size)	
152	Porta File, Color: Yellow, Long size	
153	Folder, ordinary, White, for Legal Documents 50 pcs/bundle	
154	Dot Matrix EPSON LQ 680 Pro Ribbon	
155	Ink for Brother DCP-T310, Set BT 5000 (Magenta, Cyan, Yellow, Black)	
156	INK CART, Brother DCP-7310 (BT5000) Cyan	
157	INK CART, Brother DCP-7310 (BT5000) Magenta	
158	INK CART, Brother DCP-7310 (BT5000) Yellow	
159	INK CART, Brother DCP-7310 (BT5000) Black	
160	Waterproof File Organizer Document Bag with Handle long (green)	
161	Waterproof File Organizer Document Bag with Handle long (blue)	
164	Ink Bottles Epson EcoTank L3110 All-In-One (Ink Tank)	
165	Ink Brother DCP-T710W (Multi-color BT5000)	
166	Ink Brother DCP-T710W (BT D60)	
167	Paper, Book Paper, Long subs. 20	
168	Paper, Book Paper, A4 size subs. 20	
169	Ink Brother, BT D60BK, 108.0ml	
174	Porta File, Color: Black, Long size	
175	INK CART, Epson L3110, 003 Black	

176	INK CART, Epson L3110, 003 Cyan	
177	INK CART, Epson L3110, 003 Magenta	
178	INK CART, Epson L3110, 003 Yellow	
185	INK BOTTLE, BROTHER Model DCP-T420W (Black, Yellow, Blue, Magenta)	
186	PAPER, Multi-purpose, A3, 80gsm	
187	TAPE, masking, 50mm x 50mm	
188	TAPE, Electrical 1710	
189	TAPE, electrical, (3/4" x 66ft)	
190	PACKAGING TAPE, Transparent (50mm x 100 meteers)	
191	PACKAGING TAPE, Brown (50mm x 300meters)	
192	Double Sided Tape, 1"	
193	Duct Tape, rubberized 48mm x 10m	
194	Glue, all purpose, STICK, (22g)	
195	Porta File, Color: Red, Long size	
196	Porta File, Color: Blue, Long size	
197	Porta File, Color: Green, Long size	
198	Special Paper, A5, 200gsm, 10 pcs/pack	
199	Refill Ink, EPSON 003, Black	
200	Refill Ink, EPSON 003, Magenta	
201	Refill Ink, EPSON 003, Yellow	
202	Refill Ink, EPSON 003, Cyan	
***** Nothing Follows*****		

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