

# ***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>
<b>LOT 1 - COMMON OFFICE SUPPLIES (P858,198.39)</b>		
1	ACETATE, thickness: 0.075mm min (gauge #3), 50m/roll	
5	BATTERY, Dry Cell, Size AAA, 2pcs/pack	
6	BATTERY, Dry Cell, Size AA, 2pcs/pack	
7	BINDING AND PUNCHING MACHINE, 50mm Binding Capacity	
8	BINDING RING/COMB, Plastic, 32mm, Blue, 5rolls/bundle	
9	BLADE, for general purpose cutter/utility knife, 10pcs/tube	
14	CARTOLINA, Assorted Colors, 10pcs/pack	
15	CHALK, White Enamel, 100pcs/box	
18	CLEARBOOK, A4, Assorted Colors, 20 Transparent Pockets	
19	CLEARBOOK, Legal, 20 Transparent Pockets, Assorted Colors	

20	CLIP, Backfold, Metal, 19mm (-1mm), 12pcs/box	
21	CLIP, Backfold, Metal, 25mm (-1mm), 12pcs/box	
22	CLIP, Backfold, Metal, 32mm (-1mm), 12pcs/box	
23	CLIP, Backfold, Metal, 50mm (-1mm), 12pcs/box	
25	CORRECTION TAPE, Film Base, 10m tape length	
26	CUTTER/UTILITY KNIFE, for general purpose, 17mm, Assorted Colors	
27	DATA FILE BOX, Made of Chipboard, with closed ends, 15" x 12" x 10"	
29	DATER STAMP, Self-inking, Text Plate Size: 41 x 24mm, Date Size: 3mm	
36	ENVELOPE, Documentary, A4, 500pcs/box	
37	ENVELOPE, Documentary, Legal, 500pcs/box	
38	ENVELOPE, Expanding, Kraft, 100pcs/box	
39	ENVELOPE, Expanding, Plastic	
40	ENVELOPE, Mailing with window, 500pcs/box	
45	FASTENER, Metal, Non-sharp edges, 50sets/box	
47	FILE TAB DIVIDER, A4, Bristol Board, 5pcs/set	
48	FILE TAB DIVIDER, Legal, Bristol Board, 5pcs/set	
53	FOLDER, L-type, A4, 50pcs/pack	
55	FOLDER, Pressboard, 100pcs/box	
60	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	
61	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	
62	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	
63	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	
66	MARKER, Permanent, Bullet Type, Black	
67	MARKER, Permanent, Bullet Type, Blue	
68	MARKER, Permanent, Bullet Type, Red	
69	MARKER, Whiteboard, Bullet Type, Black	
70	MARKER, Whiteboard, Bullet Type, Blue	

71	MARKER, Whiteboard, Bullet Type, Red	
74	NOTEPAD, Stick-on, 2" x 3", 100sheets/pad, Pastel Colors	
75	NOTEPAD, Stick-on, 3" x 4", 100sheets/pad, Pastel Colors	
76	NOTEPAD, Stick-on, 3" x 3", 100sheets/pad, Pastel Colors	
78	PAPER CLIP, Vinyl/Plastic Coated, 33mm, 100pcs/box, Assorted Colors	
80	PAPER, MULTICOPY, A4, 80 gsm, 500sheets/ream	
82	PAPER, Multi-Purpose, 70 gsm (min.), Legal, 500sheets/ream	
83	PAPER, Multi-Purpose, A4, 70 gsm, 500sheets/ream	
84	PAPER, Parchment, 100sheets/box	
85	PENCIL SHARPENER, Manual, Single Cutter Head, Heavy Duty, Assorted Color	
87	PHILIPPINE NATIONAL FLAG, 100% Polyester, 3 x 5 ft	
89	PUNCHER, Paper, Heavy Duty, Two Hole Guide, Blue	
93	RUBBER BAND, No. 18, 350grams/box	
97	SIGN PEN, Extra Fine Tip, 0.2mm, Gel Type, Black	
98	SIGN PEN, Extra Fine Tip, 0.2mm, Gel Type, Blue	
99	SIGN PEN, Extra Fine Tip, 0.2mm, Gel Type, Red	
100	STAMP PAD, Felt, Bed Dimension: 60mm x 100mm min., Violet/Purple	
103	STAPLE WIRE, Heavy Duty, (23/13), Binder type	
104	STAPLE WIRE, Standard No. 35 (26/6), 5000staples/box	
105	STAPLER, Heavy Duty (Binder Type)	
106	STAPLER, Standard Type, Heavy Duty, Load Cap: 200 staples min, Blue	
107	Stenographer Notebook, Spiral, 40 leaves	
108	TAPE DISPENSER, Table Top, 24mm width tape, Blue	
109	TAPE, Masking, 24mm	
110	TAPE, Masking, 48mm	
111	TAPE, Packaging, 48mm	
112	TAPE, Transparent, 24mm	

113	TAPE, Transparent, 48mm	
116	TONER CARTRIDGE, HP CB435A, Black	
118	TONER CARTRIDGE, HP CF217A (HP17A), Black	
122	WRAPPING PAPER, Kraft, 50sheets/pack	
<b>LOT 2 - ICT EQUIPMENT (P214,800.84)</b>		
44	EXTERNAL HARD DRIVE, 1 TB	
73	MULTIMEDIA PROJECTOR, 4000 min, 3LCD, 3-chip technology, 1280 x 800 (WXGA)	
88	PRINTER, Laser, Monochrome	
<b>LOT 3 - JANITORIAL SUPPLIES (P152,495.54)</b>		
4	ALCOHOL, Ethyl	
10	BROOM (Walis Tambo)	
16	CLEANER, Toilet and Urinal, 1000ml/bottle	
17	CLEANSER, Scouring Powder, 350g/can	
31	DISINFECTANT SPRAY, Aerosol, 400g/can	
49	FIRE EXTINGUISHER, Dry Chemical, 10lbs/unit	
58	HAND SOAP, LIQUID, 500ml/bottle	
64	INSECTICIDE, Aerosol Type, 600ml/can	
72	MOP BUCKET, Heavy Duty, Hard Plastic	
90	RAGS, Microfiber cloth, 30x30cm	
114	TISSUE, Interfolded Paper Towel, 175 pulls/pack	
115	TOILET TISSUE PAPER, 2 ply, 12rolls/pack	
119	TRASHBAG, XXL size, 25bags/pack	
<b>LOT 4 - OFFICE EQUIPMENT (P19,680.25)</b>		
33	ELECTRIC FAN, Ceiling Mount, orbit type, 16" ceiling orbit fan, 16" precision angled blade, 3 speed dial control, Tilting head with oscillation	
35	ELECTRIC FAN, Wall Mount, 3-speed rotary switch with pull string, Tilting head with oscillation	
<b>***** Nothing Follows*****</b>		

Additional Requirements:

The technical specification that shall be submitted by the Bidder shall include, among others:

- a. *offered product specifications as supported by brochures or catalogues for Lot Nos. 2 & 4 only; and*
- b. *certification of Service Center within the Region X for Lot Nos. 2 & 4 only;*

I hereby verify to comply with all the above requirements.

\_\_\_\_\_  
Signature over printed name of the authorized representative

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Date