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.

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Technical Specifications

Item No.	Specification	Statement of Compliance
		[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.]
2	Ink for Brother DCP-T720DW (Black, Cyan, Magenta and Yellow)	
8	Automatic Numbering Machine, Heavy Duty 6-Digit	
9	BALLPEN, Black Ink, Fine tips, liquid or gel, 0.5mm	
10	BALLPEN, Green Ink, Fine tips, liquid or gel, 0.5mm	
11	BALLPEN, Purple Ink, Fine tips, liquid or gel, 0.5mm	
12	BALLPEN, Yellow Ink, Fine tips, liquid or gel, 0.5mm	
13	BATTERY AA, Dry cell, size AA, Two (2) pcs per blister pack	
14	BATTERY AAA, Dry cell, size AAA, Two (2) pieces per blister pack	
15	BATTERY D, Dry cell, size D, Two (2) pieces per blister pack	
16	BINDING AND PUNCHING MACHINE, 50mm binding capacity	

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17	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	
18	BOND PAPER, A4, 80gsm, ultra white, 99.99% jam free	
21	BROWN ENVELOPE, Long	
22	BROWN ENVELOPE, Short	
23	CALCULATOR, Compact, 12 digits, solar-powered	
24	CARTOLINA, Assorted colors, 20 pieces of assorted colors per pack	
25	CARTOLINA, Color Blue, 20 pcs per pack	
26	CARTOLINA, Color Green, 20 pcs per pack	
27	CARTOLINA, Color yellow, 20 pieces per pack	
29	CERTIFICATE HOLDER, Certificate Holder, (8.5mmx11mm)	
30	CERTIFICATE JACKET, 20 pcs per pack; Color: Blue, Size: A4	
31	CERTIFICATE PAPER, A4 20 pcs/pack, 100 GSM	
32	CHALK, white enamel, 100 pieces per box	
34	CLIP, Backfold, 19mm (-1mm), all metal, 12pcs/box	
35	CLIP, Backfold, 25mm (-1mm), all metal, 12pcs/box	
37	CLIP, Backfold, 50mm (-1mm), all metal, 12pcs/box	
38	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box, carbonless	
39	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	
44	CUTTER MACHINE TABLE TOP, Guillotine Paper Strip Manual	
45	CUTTER/UTILITY KNIFE, for general purpose	
46	DATA FILE BOX, made of chipboard, with closed ends, 15″ x 12″ x 10″	
47	DATA FOLDER, 8 5/8" x 9 5/8" x 11 3/4"	
48	DATING AND STAMPING MACHINE, Dater Stamp	
49	DATING AND STAMPING MACHINE, Self Ink Dating and Stamping Machine	
56	DOCUMENT FILER/ORGANIZER, Closed, Horizontal	

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57	DOCUMENT TRAY, Metal - 3 layers, Desk Organizer	
58	DOUBLE SIDED TAPE, Strong Adhesive For Office School Supplies Powerful Stationery Scrapbooking Masking Tape Paper Paste	
59	DRUMKIT Compatible for HP M102 M104 19A,	
60	DUCT TAPE, 24mm, rubberized	
66	ENVELOPE, Documentary, A4, 500 pieces per box	
67	ENVELOPE, Documentary, Legal, 500 pieces per box	
68	ENVELOPE, Expanded Legal 500 pcs per box	
69	ENVELOPE, Expanded, Brown with garter, legal	
70	ENVELOPE, Expanding, Kraft, 100 pieces per box	
71	ENVELOPE, Expanding, Plastic	
72	ENVELOPE, Mailing, 500 pieces per box	
73	EPSON ECOTANK L3250 BLACK INK BOTTLE, Epson 003	
74	EPSON ECOTANK L3250 CYAN INK BOTTLE, Epson 003	
75	EPSON ECOTANK L3250 MAGENTA INK BOTTLE, Epson 003	
76	EPSON ECOTANK L3250 YELLOW INK BOTTLE, Epson 003	
78	ERASER, Pencil eraser, rubber	
83	FASTENER, Metal, Non-sharp edges, 50 sets per box	
84	FASTENER, Plastic, Assorted Color, 50 pcs/box	
85	FILE ORGANIZER, Expanding, Plastic, 12 pockets	
86	FILE ORGANIZER, Expanding, Plastic, Legal	
87	FILE TAB/INDEX DIVIDER, Bristol Board, A4	
88	FILE TAB/INDEX DIVIDER, Bristol board, legal	
94	FOLDER, brown, legal	
99	FOLDER, Pressboard, 100 pieces per box	
100	FOLDER, Tagboard, Long, 14 points, assorted color	

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104	GEL PEN, Excellent Writing 0.3mm 12 pcs/box - Black	
105	GEL PEN, Excellent Writing 0.5mm - Black (12 pcs per pack)	
106	GEL PEN, Excellent Writing Stick, Pure Black 0.7mm	
107	GEL INK PEN, Excellent Writing Stick, Pure Blue 0.7mm	
108	GEL PEN, Excellent Writing Stick, Pure Red 0.7mm	
109	GLUE, 130ml, all-purpose	
110	GLUE, All purpose, 200 grams	
111	GLUE STICK, Glue Stick Paste	
116	HIGHLIGHTER PEN, Text Marker, Lilac	
117	HIGHLIGHTER PEN, Text Marker, Pink	
118	HIGHLIGHTER PEN, Text Marker, Yellow	
119	HIGHLIGHTER PEN, Text Marker, Yellow Green	
120	HIGHLIGHTER PEN, TEXT MARKER, Orange/Peach	
121	HP 136A BLACK ORIGINAL LASERJET TONER CARTRIDGE, (W1360A)	
122	INDEX TAB, Self-adhesive, transparent, 5 sets per box	
124	INK, Genuine, Black - Brother DCPT - T720DW	
125	INK, Genuine, Cyan - Brother DCPT - T720DW	
126	INK, Genuine, Magenta - Brother DCPT - T720DW	
127	INK, Genuine, Yellow - Brother DCPT - T720DW	
128	INK BOTTLE, for EPSON 003 L3210 color: Black	
129	INK BOTTLE, for EPSON 003 L3210 color: Cyan	
130	INK BOTTLE, for EPSON 003 L3210 color: Magenta	
131	INK BOTTLE, for EPSON 003 L3210 color: Yellow	
132	INK BOTTLE, for HP Ink Tank 305, GT52, Magenta	
133	INK BOTTLE, for HP Ink Tank 305, GT52, Yellow	
134	INK BOTTLE, HP GT51 Black	

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135	INK BOTTLE, HP GT51 Cyan	
136	INK BOTTLE, HP GT51 Magenta	
137	INK BOTTLE, HP GT51 Yellow	
138	INK CART SET, for DCP-T426W (Black, Cyan, Magenta, Yellow)	
139	INK CARTRIDGE, Brother BT5000C, Cyan	
140	INK CARTRIDGE, Brother LC 3617C (Cyan): Brother MFC-J2730DW	
141	INK CARTRIDGE, Brother LC 3617M (Magenta): Brother MFC-J2730DW	
142	INK CARTRIDGE, Brother LC 3617Y (Yellow): Brother MFC-J2730DW	
143	INK CARTRIDGE, Brother LC 3619XL BK (Black): Brother MFC-J2730DW	
144	INK CARTRIDGE, Brother, BT5000M, Magenta	
145	INK CARTRIDGE, Brother, BT5000Y, Yellow	
146	INK CARTRIDGE, Brother, BTD60BK, Black	
147	INK CARTRIDGE, Canon CL-741, Colored	
148	INK CARTRIDGE, Canon CL-811, Colored	
149	INK CARTRIDGE, Canon PG-740, Black	
150	INK CARTRIDGE, Canonn PG-810, Black	
151	INK CARTRIDGE, Epson 003 65ml L3110 Epson Printer (Black)	
152	INK CARTRIDGE, Epson C13T664100 (T6641), Black	
153	INK CARTRIDGE, Epson C13T664200 (T6642), Cyan	
154	INK CARTRIDGE, Epson C13T664300 (T6643), Magenta	
155	INK CARTRIDGE, Epson C13T664400 (T6644), Yellow	
156	INK CARTRIDGE, Epson, 003 BT, Black	
157	INK CARTRIDGE, for Canon Printer MF241D	
158	INK CARTRIDGE, HP 711 - 29ml Magenta DesignJet	
159	INK CARTRIDGE, HP 711 - 29ml, Yellow DesignJet	
160	INK CARTRIDGE, HP 711 - 38ml, Black	

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161	INK CARTRIDGE, HP 711 - 29 ml, Cyan DesignJet	
162	INK PACK, Epson T948 Ink Pack for WF C5790/C5290 (Standard Black)	
163	INK REFILL, for Brother DCP-T7100W (B, C, M, Y)	
164	INK REFILL, for Epson Printer (B, C, M, Y)	
170	LEVER ARCH FILE, A4 2-ring document file	
171	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. Color: BLUE	
172	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. Color: RED	
173	LEVER ARCH FILE FOLDER, Horizontal, 3 inch, Extra Long	
177	MARKER, Permanent, Black, Broad type	
178	MARKER, Permanent, Blue, Broad type	
179	MARKER, Permanent, Red, Broad type	
180	MARKER, Whiteboard, Black, Felt tip, Broad type	
181	MARKER, Whiteboard, Blue, Felt tip, Broad type	
182	MARKER, Whiteboard, Red, Felt tip, Broad type	
183	MEASURING TAPE, 25 ft	
189	MONEY DETECTOR, money detector	
194	MULTIPURPOSE DESK DRAWER ORGANIZER	
195	MULTIPURPOSE GLUE, 130g, White	
196	NOTE PAD, Stick on, 50mm x 76mm, 100 sheets per pad	
197	NOTE PAD, stick on, 76mm x 100mm, 100 sheets per pad	
198	NOTE PAD, Stick on, 76mm x 76mm, 100 sheers per pad	
199	NOTEBOOK, Stenographer, 80 leaves	
200	NUMBERING MACHINE INK, for the Heavy Duty 6 digit automatic numbering machine	

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202	OFFICIAL RECORD BOOK, (M.O Office) 8.5 x 11 inches, 500 pages	
203	PAPER BOOK, A4	
204	PAPER BOOK, Short	
205	PAPER CLIP, Vinyl/plastic coated, 33mm, 100pcs/box	
207	PAPER CUTTER, A3 size	
209	PAPER MULTICOPY, A3, 80 gsm	
211	PAPER MULTIPURPOSE, A4, 70 gsm, 500 sheets per ream	
212	PAPER MULTIPURPOSE, Legal, 70gsm, 500 sheets per ream	
213	PAPER MULTIPURPOSE, Short, 70 gsm	
218	PENCIL SHARPENER, Heavy duty	
219	PENCIL SHARPENER, Manual, Single Cutter Head	
220	PHOTO FRAME, Standard Size, assorted color	
221	PHOTO PAPER, A4 180 gsm 10's/pack Glossy	
222	PLASTIC RING BINDER, 84 rings - 2 inch	
223	PORTA FILE, made of Chipboard, RED, 15″ x 12″ x 10″	
226	PORTAFILE, (Document Desk File Box for Long/Legal Docs)	
234	PUNCHER, Paper, Heavy duty, two hole guide, blue	
235	PVC COVER, Clear, 8.5 x 13 (100 pcs)	
236	PVC COVER, Clear, A4 size, (100 pcs)	
240	RIBBON CARTRIDGE, Epson S015531/S015086	
241	RIBBON CARTRIDGE, Epson S015639/SO15634	
244	RULER, Stainless Steel, 450 mm	
246	Scissors 6", symmetrical, blade length: 65mm min, Blue	
249	SIGN PEN, Extra Fine Tip, Black, 0.5mm	
250	SIGN PEN, Extra Fine Tip, Blue, 0.5mm	
251	SIGN PEN, Extra Fine Tip, Red, 0.5mm	

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252	SIGN PEN, Fine Tip, Black, 0.7mm	
253	SIGN PEN, Fine Tip, Blue, 0.7mm	
254	SIGN PEN, Fine Tip, Red, 0.7mm	
255	SIGN PEN, Green, liquid or gel	
256	SIGN PEN, Medium Tip, Black	
257	SIGN PEN, Medium Tip, Blue	
258	SIGN PEN, 0.5mm (blue) (12 pcs/box)	
259	SILICA GEL DRYPACK, 2 grams per pack x 100 pcs per bundle	
261	SPECIAL PAPER, A4, 80gsm, ultra white, for certificate	
262	CUSTOMIZED NAME STAMP 3cm x 7cm, (Name: JONATHAN M. KHOBUNTIN)	
263	STAMP, (Received)	
264	STAMP PAD, Felt, violet/purple	
265	STAMP PAD INK, Violet, 950ml	
267	STAPLE REMOVER, Plier type, Stainless Steel	
268	STAPLE WIRE, Standard	
270	STICKY NOTE TABS, Sticky Notes film tab index sign here (for tabbing)	
271	STICKY NOTE, (for signature)	
272	STICKY NOTES, 2x3 inches	
273	STICKY NOTE, 3x3 inches	
274	STICKY NOTES, 3x3, 2x3, 3x4 (5 pcs each/set)	
275	STORAGE BOX, Heavy Duty 205 liters capacity, Durable Plastic reinforced construction secure and stackable design	
276	TAPE, Electrical (TAPE, electrical, 18mm x 16mm min)	
278	TAPE, Masking, width: 48mm	
279	TAPE, Packaging, width: 48mm	
281	TAPE, Transparent, width: 3"	
282	TAPE, Transparent, width: 48mm	

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283	TAPE DISPENSER, Table top, for 24mm width tape, blue	
286	TONER, Kyocera Ecosys Toner, TK-1175	
287	TONER CARTRIDGE, 215A Black Original Laserjet Toner Cartridge Part Number W2313A	
288	TONER CARTRIDGE, 215A Magenta Original Laserjet Toner Cartridge Part Number W2313A	
289	TONER CARTRIDGE, CB435A, Black	
290	TONER CARTRIDGE, CE278A, Black	
291	TONER CARTRIDGE, CE285A (HP85A), Black	
292	TONER CARTRIDGE, CF217A (HP17A), Black LaserJet	
293	TONER CARTRIDGE, Kyocera TK-3165	
294	TONER CARTRIDGE, TN-2380 High-Yield Toner Cartridge for Brother Printer model DCPL2540DW	
299	ULTRA VIOLET BULB, for security features	
301	VELLUM PAPER, 10 pcs/pack, A4	
303	WATERPROOF FILE ORGANIZER DOCUMENT BAG with handle, Long, Black, 12 pockets	
304	WATERPROOF FILE ORGANIZER DOCUMENT BAG with handle, Long, Blue, 12 pockets	
305	WATERPROOF FILE ORGANIZERDOCUMENT BAG with handle, Long, Green, 12 pockets	
306	WHITE ENVELOPE, No. 10, No. 123, 100's per pack	
307	WHITE FOLDER, A4, 100's	
308	WHITE FOLDER, Legal, 100's	
309	WHITEBOARD, 4x8 Hang Type Without Stand, Whiteboard brackout type mobile writing board home office children blackboards teaching training magnetic white class erasable kanban double sided, 50x70cm, white green	
310	WRAPPING PAPER, Kraft, 50 sheets per pack	
***** Nothing Follows*****		

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