

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	Specification	Statement of Compliance
		<p><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></p>
1	ACETATE, thickness: 0.075mm min (gauge #3)	
7	ASEAN Flag, 100% polyester, 3' x 5'	
8	BALLPEN, Fine Tips, Green	
9	BATTERY, dry Cell, size AA, 2 pieces per blister pack	
10	BATTERY, dry Cell, size AAA, 2 pieces per blister pack	
11	BATTERY, dry Cell, size D, 1.5 volts, alkaline	
14	Brother Ink (Original) for DCP-T310 - D60BK - set of colors (Cyan, Magenta, Yellow & Black)	

15	BULB, Ultra Violet/ Money Discerner Bulb, 6.0"/152mm MOL, 0.63"/16mm MOD, 115 Approx Initial Lumens	
16	CALCULATOR, compact, 12 digits, assorted color	
17	CARBON PAPER, A4 size, blue, 100pcs/pack	
18	CARTOLINA, assorted colors, 10 pcs/pack	
19	CELL CARD, 2 GLOBE and 2 TM, worth 500 each	
20	CERTIFICATE JACKET, with plastic cover, black, 210mm x 297mm (A4)	
22	CLEARBOOK, 20 Transparent pockets for A4 size, assorted color	
23	CLEARBOOK, 20 Transparent pockets, for Legal size, assorted color	
24	CLIP, backfold, all metal, clamping: 19mm (-1mm), 12pcs/box	
25	CLIP, backfold, all metal, clamping: 25mm (-1mm), 12pcs/box	
26	CLIP, backfold, all metal, clamping: 32mm (-1mm), 12pcs/box	
27	CLIP, backfold, all metal, clamping: 50mm (-1mm), 12pcs/box	
28	CONTINUOUS FORM, 1 ply, 280 X 241mm, carbonless, 450 Cuts/pages	
29	CONTINUOUS FORM, 3 ply, 280 X 241mm, carbonless, 450 Cuts/pages	
30	CONSTRUCTION PAPER, Asstd colors, A4, 10 pcs/pack	
31	CORRECTION TAPE, film base type, min 6m	
32	CUTTER KNIFE, for general purpose, 17.7 mm, assorted color	
33	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	
34	DATA FOLDER, 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, BLUE	
35	DATA FOLDER, 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, RED	
36	DATING AND STAMPING MACHINE, heavy duty	
37	DESK FILE ORGANIZER, 3-4 tier Metal mesh trays, Stackable Rack, Black	

Technical Specifications - Proposed Procurement for the Supply and Delivery of Common Office Supplies and Equipment for USTP-CDO (1st Quarter 2022)

42	ENVELOPE, documentary, for A4 size document, assorted color, 100 pcs/box	
43	ENVELOPE, DOCUMENTARY, for legal size document, assorted color, 100 pcs/box	
44	ENVELOPE, expanding, kraftboard, for legal size doc, assorted color, 100 pcs/box	
45	ENVELOPE, expanding, plastic, 0.50mm thickness min, assorted color	
46	ENVELOPE, mailing, white, 70gsm, A4 size, 100 pcs/box	
47	ENVELOPE, mailing, white, with window, Legal size, 100 pcs/box	
48	EPSON 103 EcoTank Ink Set	
49	EPSON, 003 BT, INK BLACK	
50	EPSON, 003 BT, INK CYAN	
51	EPSON, 003 BT, INK MAGENTA	
52	EPSON, 003 BT, INK YELLOW	
53	ERASER, FELT, for blackboard/whiteboard, 5" x 2" x 1"	
56	FASTENER, metal, non-sharp edges, 70mm between prongs, 50 sets/box	
57	FASTENER, PLASTIC, 25mm, 50 sets/box	
58	FILE ORGANIZER, expanding, plastic, legal, 12 pockets, assorted color	
59	FILE TAB DIVIDER, bristol board, for A4, 5pcs/set	
60	FILE TAB DIVIDER, bristol board, for legal, 5pcs/set	
63	FOLDER, Expanded, Legal, Brown	
64	FOLDER, fancy, with slide, for A4 size documents, assorted color, 50pcs/bundle	
65	FOLDER, fancy, with slide, for legal size documents, assorted color, 50pcs/bundle	
66	FOLDER, L-type, PLASTIC, for A4 size documents, assorted color, 50pcs/pack	
67	FOLDER, L-type, PLASTIC, for legal size documents, assorted color, 50pcs/pack	
68	FOLDER, pressboard, size: 240mm x 370mm (-5mm), assorted color, 100pcs/box	
69	FOLDER, TAGBOARD, with tab, for A4 size documents, assorted color, 50pcs/box	
70	FOLDER, TAGBOARD, with tab, for legal size documents, assorted color, 50pcs/box	
72	GLUE, all purpose, gross weight: 200 grams min	

74	INDEX TAB, self-adhesive, transparent, 5set/box	
75	INK BOTTLE, BROTHER BT 6000 (black)	
76	INK BOTTLE, Epson L200 model C4123 ink, Black	
77	INK BOTTLE, Epson L200 model C4123 ink, Colored	
78	INK BOTTLE, EPSON L3110, 65ml, 003BK, BLACK	
79	INK BOTTLE, EPSON L3110, 65ml, 003C, CYAN	
80	INK BOTTLE, EPSON L3110, 65ml, 003M, MAGENTA	
81	INK BOTTLE, EPSON L3110, 65ml, 003Y, YELLOW	
82	INK BOTTLE, HP Deskjet advantage 2645 Black	
83	INK BOTTLE, HP Deskjet advantage 2645 Colored	
84	INK BOTTLE, HP GT51, Black	
85	INK BOTTLE, HP GT52, Cyan	
86	INK BOTTLE, HP GT52, Majenta	
87	INK BOTTLE, HP GT52, Yellow	
88	INK CART, BROTHER (BT5000C), Cyan	
89	INK CART, BROTHER (BT5000M), Magenta	
90	INK CART, BROTHER (BT5000Y), Yellow	
91	INK CART, BROTHER (BTD60BK), Black	
92	INK CART, BROTHER LC40BK, Black	
93	INK CART, BROTHER LC40C, Cyan	
94	INK CART, BROTHER LC40M, Magenta	
95	INK CART, BROTHER LC40Y, Yellow	
96	INK CART, BROTHER LC67B, Black	
97	INK CART, BROTHER MFC-T810W, Color: YELLOW, Magenta, Black, Cyan	
98	INK CART, CANON CL-741, Colored	
99	INK CART, CANON PG-740, Black	
100	INK CART, EPSON C13T664100 (T6641), Black	
101	INK CART, EPSON C13T664200 (T6642), Cyan	
102	INK CART, EPSON C13T664300 (T6643), Magenta	
103	INK CART, EPSON C13T664400 (T6644), Yellow	
104	INK CART, HP Laserjet Pro M101-M104	

105	INK CARTRIDGE, BROTHER LC 3617BK (black)	
106	Ink Cartridge, HP T6L89AA (HP905) Cyan	
107	Ink Cartridge, HP T6L93AA (HP905) Magenta	
108	Ink Cartridge, HP T6L97AA (HP905) Yellow	
109	Ink Cartridge, HP T6M01AA (HP905) Black	
110	INK, for stamp pad, violet/purple	
111	INK, HP Ink Tank 315, genuine, black	
112	INK, HP Ink Tank 315, genuine, cyan	
113	INK, HP Ink Tank 315, genuine, magenta	
114	INK, HP Ink Tank 315, genuine, yellow	
119	MAGAZINE FILE BOX, LARGE size, made of chipboard, assorted color	
120	MARKER, fluorescent, 3 assorted colors per set	
121	MARKER, permanent, black, bullet type	
122	MARKER, permanent, blue, bullet type	
123	MARKER, permanent, red, bullet type	
124	MARKER, whiteboard, black, felt tip, bullet type	
125	MARKER, whiteboard, blue, felt tip, bullet type	
126	MARKER, whiteboard, red, felt tip, bullet type	
128	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, 100 sheets/pad	
129	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, 100 sheets/pad	
130	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, 100 sheets/pad	
131	NOTEBOOK, stenographer, spiral, 40 leaves	
132	PAPER BOOK, subs. 20, A4, 500 sheets/Ream	
133	PAPER BOOK, subs. 20, legal, 500 sheets/Ream	
134	PAPER BOOK, subs. 20, Short, 500 sheets/Ream	
135	PAPER CLIP, vinyl/plastic coated, length: 32mm min, 100pcs/box	
136	PAPER CLIP, vinyl/plastic coated, length: 50mm min, 100pcs/box	
137	PAPER, Multicopy, 80 gsm, size: A3, 500 sheets/Ream	
138	PAPER, MULTICOPY, A4, 80 gsm, size: 210mm x 297mm, 500 sheets/Ream	
139	PAPER, MULTICOPY, Legal, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	
140	PAPER, Multi-Purpose Copy, A4, 70 gsm, size: 210mm x 297mm, 500 sheets/Ream	

141	PAPER, multi-purpose Copy, legal, 70gsm, size: 216mm x 330mm, 500 sheets/Ream	
142	Pen Holder, metal, cylinder, black	
143	PENCIL SHARPENER, manual, single cutter head, Heavy Duty, assorted colors	
144	PENCIL, lead, with eraser, wood cased, hardness: HB, 12pcs/box	
145	PHILIPPINE NATIONAL FLAG, 100% polyester, 3' x 5'	
146	PORTAFILE, color Red, long	
150	PUNCHER, paper, heavy duty, with two hole guide, blue	
152	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
153	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
154	RIBBON CART, EPSON C13S015531 (S015086), Black	
155	RIBBON CART, EPSON C13S015327 (For FX-2190), Black	
156	RIBBON CARTRIDGE, LQ310	
157	RIBBON Cartridge, LX 300+II	
158	RIBBON, EPSON LQ 680 Pro	
159	RIBBON, Fujitsu Printer DL 38500+ black (KA02004-C801)	
160	RING BINDER, plastic, 32mm, 84 rings, Blue	
161	RUBBER BAND, 70mm min lay flat length (#18)	
162	RULER, plastic, 450mm, width: 38mm min	
164	SCISSORS, symmetrical, blade length: 65mm min, Blue	
166	SIGN PEN, black, liquid/gel ink, 0.5mm needle tip	
167	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	
168	SIGN PEN, red, liquid/gel ink, 0.5mm needle tip	
170	STAMP PAD, felt, bed dimension: 60mm x 100mm min, violet/purple	
171	STAPLE REMOVER, plier type, Stainless Steel	
172	Staple Wire, 23/6	
173	STAPLE WIRE, for heavy duty staplers, (23/13) or heavy duty, binder type	
174	STAPLE WIRE, standard No. 35, (26/6)	
175	STAPLER, standard type, load cap: 200 staples min, Blue	

176	STICKER PAPER, A4, Matte, 50 pcs/reams	
178	TAPE DISPENSER, table top, for 24mm width tape, blue	
179	Tape, Double adhesive, 2", 48mm x 30m	
180	TAPE, electrical, 18mm x 16mm min	
181	TAPE, masking, width: 24mm (± 1 mm)	
182	TAPE, MASKING, width: 48mm (± 1 mm)	
183	TAPE, packaging, width: 48mm (± 1 mm)	
184	TAPE, transparent, width: 24mm (± 1 mm)	
185	TAPE, transparent, width: 48mm (± 1 mm)	
189	TONER CART, HP CB435A, Black	
190	TONER CART, HP CE278A, Black	
191	TONER CART, HP CE285A (HP85A), Black	
192	TONER CART, Kyocera TK-1175, Black	
193	TONER CART, SAMSUNG MLT-D105L, Black	
194	TONER CARTRIDGE, BROTHER TN-1000	
195	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	
196	TONER CCART, Kyocera, TK 1147	
197	TONER POWDER, BROTHER TN-1000 (150g)	
198	TONER, Brother 2280	
199	TONER, HP Laserjet, genuine, CF 230A	
202	Whiteboard brackout type mobile writing board home office children blackboards teaching training magnetic white class erasable kanban double sided, 50x70cm, white green	
***** Nothing Follows*****		