

# ***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.

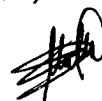
### **Sample Clause: Equivalency of Standards and Codes**

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)	
2	ASEAN Flag, 3" x 5"	
3	BALLPEN, Fine Tips, Black	
4	BALLPEN, Fine Tips, Blue	
5	BALLPEN, Fine Tips, Green	
6	BALLPEN, Fine Tips, Red	
7	BATTERY, dry cell, AA, 2 pieces per blister pack	
8	BATTERY, dry cell, AAA, 2 pieces per blister pack	



9	BULB, Ultra Violet/ Money Discerner Bulb, 6.0"/152mm MOL, 0.63"/16mm MOD, 115 Approx Initial Lumens	
10	CALCULATOR, compact, 12 digits, assorted color	
11	CARBON PAPER, A4 size, assorted color, 100pcs/pack	
12	CARTOLINA, assorted colors, 10 pcs/pack	
13	CELL CARD, 1 SMART and 1 GLOBE , worth 500 each	
14	CERTIFICATE JACKET, with plastic cover, black, 210mm x 297mm (A4)	
15	CLEARBOOK, 20 transparent pockets, for LEGAL size, assorted color	
16	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm), 12pcs/box	
17	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12pcs/box	
18	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12pcs/box	
19	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12pcs/box	
20	CONSTRUCTION PAPER, Assorted Colors, A4, 10 pcs/pack	
21	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless, 450 Cuts/pages)	
22	CORRECTION TAPE, film base type, UL 6m min	
23	CUTTER KNIFE, for general purpose, 17.7 mm, assorted color	
24	DATA FILE BOX, made of chipboard, with closed ends, 15" x 12" x 10"	
25	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	
26	DATE STAMP, self-inking, Max. text plate size:41 x 24 mm , Date size: 3 mm	
27	DESK FILE ORGANIZER, 3-4 tier Metal mesh trays, Stackable Rack, black	
28	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	
29	ENVELOPE, DOCUMENTARY, for A4 size document, assorted color, 100 pcs/box	

30	ENVELOPE, DOCUMENTARY, for legal size document, assorted color, 100 pcs/box	
31	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc, assorted color, 100 pcs/box	
32	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min., assorted color	
33	ENVELOPE, mailing, white, 70gsm, A4 size, 100 pcs/box	
34	ENVELOPE, mailing, white, with window, Legal size, 100 pcs/box	
35	EPSON, 003 BT, INK BLACK	
36	EPSON, 003 BT, INK CYAN	
37	EPSON, 003 BT, INK MAGENTA	
38	EPSON, 003 BT, INK YELLOW	
39	ERASER, FELT, for blackboard/whiteboard, 5" x 2" x 1"	
40	ERASER, PLASTIC/RUBBER, for pencil draft/writing, 65 x 23 x 13 mm	
41	EXTENSION CORD, set w/Universal outlet and switch 2m (WER-103) White	
42	FASTENER, METAL, 70mm between prongsm, 50 sets/box	
43	FASTENER, PLASTIC, 25mm, 50 sets/box	
44	FASTENER, PLASTIC, 70mm, 50 sets/box	
45	FILE ORGANIZER, expanding, plastic, 12 pockets, assorted color	
46	FILE TAB DIVIDER, bristol board, for A4, Blue, 10pcs/set	
47	FILE TAB DIVIDER, bristol board, for legal, Blue, 10pcs/set	
48	FOLDER, Expandable, Long, Brown	
49	FOLDER, FANCY, for A4 size documents, assorted color, 100pcs/bundle	
50	FOLDER, FANCY, for legal size documents, assorted color, 100pcs/bundle	
51	FOLDER, L-TYPE, PLASTIC, for legal size documents, assorted color, 100pcs/pack	
52	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), assorted color, 500pcs/box	
53	FOLDER, TAGBOARD, for A4 size documents, assorted color, 100pcs/pack	

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54	FOLDER, TAGBOARD, for legal size documents, assorted color, 100pcs/pack	
55	FOLDER, TAGBOARD, for legal size documents, GREEN, 100pcs/pack	
56	GLUE, all purpose, gross weight: 200 grams min	
57	HIGHLIGHTER, Color: Neon Green	
58	INDEX TAB, self-adhesive, transparent, blue, 12pcs/box	
59	INK BOTTLE, BROTHER BT 6000 (black)	
60	INK BOTTLE, Epson L200 model C4123 ink, Black	
61	INK BOTTLE, Epson L200 model C4123 ink, Colored	
62	INK BOTTLE, EPSON L3110, 65ml, 003BK, BLACK	
63	INK BOTTLE, EPSON L3110, 65ml, 003C, CYAN	
64	INK BOTTLE, EPSON L3110, 65ml, 003M, MAGENTA	
65	INK BOTTLE, EPSON L3110, 65ml, 003Y, YELLOW	
66	INK BOTTLE, HP Deskjet advantage 2645 Black	
67	INK BOTTLE, HP Deskjet advantage 2645 Colored	
68	INK BOTTLE, HP GT51, Black	
69	INK BOTTLE, HP GT52, Cyan	
70	INK BOTTLE, HP GT52, Magenta	
71	INK BOTTLE, HP GT52, Yellow	
72	INK CART, BROTHER (BT5000C), Cyan	
73	INK CART, BROTHER (BT5000M), Magenta	
74	INK CART, BROTHER (BT5000Y), Yellow	
75	INK CART, BROTHER (BTD60BK), Black	
76	INK CART, BROTHER LC40BK, Black	
77	INK CART, BROTHER LC40C, Cyan	
78	INK CART, BROTHER LC40M, Magenta	
79	INK CART, BROTHER LC40Y, Yellow	

80	INK CART, BROTHER LC67B, Black	
81	INK CART, BROTHER MFC-T810W, Color: YELLOW, Magenta, Black, Cyan	
82	INK CART, CANON CL-741, Col.	
83	INK CART, CANON PG-740, Black	
84	INK CART, EPSON C13T664100 (T6641), Black	
85	INK CART, EPSON C13T664200 (T6642), Cyan	
86	INK CART, EPSON C13T664300 (T6643), Magenta	
87	INK CART, EPSON C13T664400 (T6644), Yellow	
88	INK CART, HP Laserjet Pro M101-M104	
89	INK CARTRIDGE, BROTHER LC 3617BK (black)	
90	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	
91	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	
92	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	
93	Ink Cartridge, HP T6M01AA (HP905) Black Original	
94	INK, HP Ink Tank 315, genuine, black	
95	INK, HP Ink Tank 315, genuine, cyan	
96	INK, HP Ink Tank 315, genuine, magenta	
97	INK, HP Ink Tank 315, genuine, yellow	
98	INK, Permanent Marker Refill, Black	
99	INK, Permanent Marker Refill, Black	
100	MAGAZINE FILE BOX, LARGE size, made of chipboard, red color	
101	MARKER, PERMANENT, bullet type, black	
102	MARKER, PERMANENT, bullet type, blue	
103	MARKER, PERMANENT, bullet type, red	
104	MARKER, whiteboard, black, felt tip, bullet type	
105	MOISTURIZER, Finger Tips Moisturizer	

Technical Specifications - Proposed Procurement for The Supply and Delivery of Common Office Supplies and Equipment for USTP CDO (1<sup>st</sup> Quarter 2021)

106	Mouse Pad, black color	
107	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min, assorted colors	
108	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min, assorted colors	
109	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min, assorted colors	
110	PAPER BOOK, subs. 20, A4, 500 sheets/Ream	
111	PAPER BOOK, subs. 20, legal, 500 sheets/Ream	
112	PAPER BOOK, subs. 20, Short, 500 sheets/Ream	
113	PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100pcs/box	
114	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100pcs/box	
115	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	
116	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	
117	PAPER, Mimeographing, whitewove, A4, 500 sheets/Ream	
118	PAPER, Multicopy, 80 gsm, size: A3, 500 sheets/Ream	
119	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, 500 sheets/Ream	
120	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, 500 sheets/Ream	
121	PAPER, Multi-Purpose (COPY) A4, 70 gsm, 500 sheets/Ream	
122	PAPER, Multi-Purpose (COPY) Legal, 70 gsm, 500 sheets/Ream	
123	PENCIL SHARPENER, manual, single cutter head, assorted colors	
124	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12pcs/box	
125	PHILIPPINE NATIONAL FLAG, 100% polyester, 3" x 5"	
126	PHOTOPAPER, Matte Ciated, 210 gsm, 210mm x 297mm, 20pcs/pack	
127	PORTAFILE, color Red, long	
129	PUNCHER, paper, heavy duty, with two hole guide, Blue	
130	PUSH PINS, Assorted Colors, 100 pcs/box	

131	PVC ACETATE COVER/Book Binding Cover, A4, 210mm x 297mm, 100pcs/ream	
132	RECEIVE DATE STAMP, 15/16 x 1-3/4 Inches	
133	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	
134	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	
135	RIBBON CART, EPSON C13S015531 (S015086), Black	
136	RIBBON CARTRIDGE, for Impact Dot Matrix, 9 pins, 80 columns	
137	RIBBON CARTRIDGE, LQ310	
138	RIBBON, EPSON LQ 680 Pro	
139	RING BINDER, plastic, 32mm, 84 rings, Black	
140	SCISSORS, symmetrical, blade length: 65mm min, assorted color	
141	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	
142	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	
143	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	
144	STAMP PAD INK, purple or violet, 50ml (min.)	
145	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	
146	STAPLE REMOVER, PLIER-TYPE, Stainless Steel	
147	STAPLE WIRE, for heavy duty staplers, (23/13)	
148	STAPLE WIRE, STANDARD No. 35, (26/6)	
149	STAPLER, STANDARD TYPE, load cap: 200 staples min, assorted colors	
150	STICKER PAPER, A4, Glossy, White, 10 pcs/pack	
151	STICKER PAPER, A4, Matte, 20 pcs/pack	
152	TAPE, Cloth, Black (LxW) 45.7 m x 48 mm xx 45.7 m	
153	TAPE, Double Adhesive, 1"	
154	TAPE, Double Adhesive, 2", 48mm x 30m	
155	TAPE, Duct, 48mm x 10m	
156	TAPE, Floor Marking, B&Y 50mm x 33m	



157	TAPE, MASKING, width: 24mm (±1mm)	
158	TAPE, MASKING, width: 48mm (±1mm)	
159	TAPE, PACKAGING, width: 48mm (±1mm)	
160	TAPE, TRANSPARENT, width: 24mm (±1mm)	
161	TAPE, TRANSPARENT, width: 48mm (±1mm)	
163	TONER CART, HP CB435A, Black	
164	TONER CART, HP CE278A, Black	
165	TONER CART, HP CE285A (HP85A), Black	
166	TONER CART, Kyocera TK-1175, Black	
167	TONER CART, SAMSUNG MLT-D105L, Black	
168	TONER CARTRIDGE, BROTHER TN-1000	
169	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	
170	TONER CCART, Kyocera, TK 1147	
171	TONER POWDER, BROTHER TN-1000 (150g)	
172	TONER, Brother 2280	
173	TONER, HP Laserjet, genuine, CF 230A	
<b>***** Nothing Follows*****</b>		