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Technical Specifications

Item	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>			
Procurement of Office Supplies (Fund 101) – EPA					
Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
1	Adaptor, universal adaptor socket power plug	pcs	4		
2	Ballpen, black, 0.5 mm, 12pcs/box	bxs	33		
3	Ballpen, blue, 0.5 mm, 12pcs/box	bxs	10		
4	Ballpen, red, 0.5 mm, 12pcs/box	bxs	11		
5	Battery, 9 V, Dry cell, alkaline	pcs	5		
6	Battery, AA, 2pcs/pack, drycell, alkaline	pcks	18		
7	Battery, AAA, 2pcs/pack, drycell, alkaline	pcks	12		
8	Battery, battery rechargeable, 2pcs/pack, AAA with charger	pcks	4		
9	Battery, battery rechargeable, 2pcs/pack, AA with charger	pcks	5		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
10	Binder, 3 ring binder, heavy duty, 1", legal size	pcs	4		
11	Binder, 3 ring binder, heavy duty, 2", legal size	pcs	4		
12	Binder, 3 ring binder, heavy duty, 3", legal size	pcs	24		
13	Binder, 2 ring binder, heavy duty, 3", legal size	pcs	214		
14	Binder, A4, 2" PVC, blue, 3 ring hole	pcs	4		
15	Binder Clips, backfold clips, all metal, clamping: 1", 12's	bxs	37		
16	Binder Clips, backfold clips, all metal, clamping: 2", 12's	bxs	27		
17	Binder Clips, bulldog clip, all metal, clamping: 3", 12's	bxs	36		
18	Book, columnar book, 10 columns	pcs	12		
19	Boxes, storage box, plastic 95L	pcs	8		
20	Cable Tie, releasable, reusable nylon cable tie, 2.5 x 200mm, 100's white	pcks	12		
21	Calculator, office calculator, large font, 14 digit, solar and battery	pcs	12		
22	Calculator, scientific, good quality	pcs	6		
23	Cartolina, assorted colors, thick, good quality	pcs	40		
24	Class Record, 140mm x 279mm , 30 sheets, 230 gsm	pcs	200		
25	Clearbook, 8.5 in x 13 in, 60 pockets	pcs	47		
26	Clearbook, A4, 60 pockets	pcs	26		
27	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	pcks	120		
28	Clock, wall clock, good quality	pcs	2		
29	Colored Bond Paper, A4, assorted, subs 18	rms	6		
30	Colored Bond Paper, 8.5" x 13", assorted, subs 18	rm	1		
31	Container, water container with faucet, 5 gallon	pcs	2		
32	Correction Pen, liquid paper correction pen	pcs	44		
33	Correction tape, 20 m x 5 mm	pcs	102		
34	Cutter, large, heavy duty	pcs	20		
35	Cutter, desktop paper cutter/trimmer A3 (18"x15")	boards	8		
36	Cutting Mat, 18 in x 24 in, reversible	pc	1		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
37	Dater Stamp, received stamp with date, medium	pcs	8		
38	Dater Stamp, 1.75 in x 1.12 in, durable	pcs	7		
39	Document Holder, desktop document holder , 12" (h) x 9-3/8" (w) x 2" (d) , made of plastic, adjustable for letter, supports up to 150 sheets, black color	pcs	11		
40	Document Holder, file organizer sorter, metal mesh desk organizer, 6 compartments, solid base, smooth ABS overlay, non-skid rubber foot grips	units	2		
41	Envelope, mailing, letter envelope, long, white (500pcs/box), good quality	bxs	10		
42	Envelope, brown, long, good quality	pcs	275		
43	Envelope, short, long, good quality	pcs	20		
44	Envelope, expandable w/ garter , long, good quality	pcs	98		
45	Envelope, expandable, plastic, long, good quality	pcs	45		
46	Envelope, plastic, expandable long push lock with handle	pcs	5		
47	Envelope, pay envelope, catalog, 6" x 9"	pcs	100		
48	Eraser, black/whiteboard eraser	pcs	6		
49	Fastener, paper fastener, plastic, multi-colored	bxs	25		
50	Fastener, plastic, double lock, for 100 pages and up	bxs	16		
51	Fastener, stainless, non-sharp edge, good quality	bxs	40		
52	File Box. big, with cover, blue	pcs	156		
53	File Box, big, without cover, blue	pcs	5		
54	File Box, medium, with cover, blue	pcs	38		
55	Flag, Philippine flag, 3' x 5', polyester fabric/cotton embroidered	pcs	5		
56	Folder, A4, white, good quality	rms	19		
57	Folder, green, long, pressboard, expandable without tab	pcs	395		
58	Folder, green, long , expanded with tab , good quality	pcs	150		
59	Folder, long size, white, 14pts, 100pcs/ream	rms	27		
60	Folder, short size, white 100pcs/ream	rms	2		
61	Frames, 8.5 in x 13, good quality	pcs	53		
62	Frames, A4, good quality	pcs	10		
63	Glass Board Holder, magnetic, 4' x 2'	pcs	10		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
64	Glue, 130 gms, multipurpose glue, safe and non-toxic	btls	56		
65	Glue, instant glue, fast drying, 10g	pcs	12		
66	Glue Gun, big, heavy duty	pcs	8		
67	Glue Gun, small, heavy duty	pcs	5		
68	Glue Stick, big, heavy duty	pcs	280		
69	Glue Stick, small, heavy duty	pcs	62		
70	Guntacker Wire, 12mm	bxs	17		
71	Guntacker, 12mm	pcs	3		
72	Highlighter, assorted colors	pcs	75		
73	Holder, pen holder multifunction desktop office organizer	pcs	3		
74	Illustration Board, standard size, 40" x 30"	pcs	10		
75	Illustration Board, standard size, 40" x 30", white both sides	pcs	6		
76	Index Tab, clear, transparent/white, 20pcs/pack	pcks	5		
77	Laminating Film, 125 microns, 100sheets/pack(3R, 4R, 5R)	sets	5		
78	Laminating Machine, A3/A4 size laminator hot & cold with reverse function, 220V, heavy duty	unit	1		
79	Mimeographing Paper, 8.5" x 13", whitewove, subs 18	rms	255		
80	Notebook, #G-0780, 8.5 x 11", green, spiral type, 80 leaves	pcs	200		
81	Organizer, desk organizer, metal desk file holder with 4 compartments	pcs	6		
82	Pad, prescription pad, 100 sheet/pad	pads	2		
83	Pad, memo pad, 1.5" x 2"	pads	7		
84	Pad, memo pad, 3" x 5"	pads	6		
85	Paint Brush, 1" fine bristles	pcs	6		
86	Paint Brush, 2" fine bristles	pcs	7		
87	Paint Brush, 4" fine bristles	pcs	4		
88	Paper, bond paper , 8.5" x 13", premium grade, subs 20	rms	545		
89	Paper, bond paper, A4, premium grade, subs 20	rms	711		
90	Paper, bond paper, A3, 80gsm	rms	2		
91	Paper, photo paper, A4 ,10's, high quality, inkjet, glossy	pcks	72		
92	Paper, photo paper, A4, matte, 10's	pcks	25		
93	Paper, photo paper, RC satin, 260gsm, 20shts/pck (3R, 4R, 5R)	sets	7		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
94	Paper, board paper, long 220gsm, beige, 10's	pcks	234		
95	Paper, board paper, A4, 220gsm, beige, 10's	pcks	140		
96	Paper, board paper, long 180gsm, beige, 10's	pcks	77		
97	Paper, board paper, A4, 180gsm, beige, 10's	pcks	55		
98	Paper, board paper, A4, 220gsm, canary yellow	pcks	100		
99	Paper, board paper, A4, 220gsm, canary pale cream	pcks	200		
100	Paper, board paper, A4, 220gsm, canary powder blue	pcks	100		
101	Paper, board paper, long, assorted, 10's	pcks	20		
102	Paper, board paper, short, blue, 10's	pcks	10		
103	Paper, board paper, short, beige, 10's	pcks	30		
104	Paper, sticker paper, A4, matte, assorted color	pcks	165		
105	Paper, sticker paper, A4, matte, white	pcks	31		
106	Paper, parchment paper, A4, 10's	pcks	200		
107	Paper, vellum paper, 8.5" x 13", 10's	pcks	5		
108	Paper Clips, big, assorted color, vinyl coated	bxs	34		
109	Paper Clips, regular, assorted colors, vinyl coated	bxs	31		
110	Pen, permanent marker, fine, black	pcs	84		
111	Pen, permanent marker, fine, blue	pcs	15		
112	Pen, permanent marker, fine, red	pcs	15		
113	Pen, permanent marker, broad, black	pcs	41		
114	Pen, permanent marker, broad, red	pcs	29		
115	Pen, permanent marker, broad, blue	pcs	25		
116	Pen, whiteboard marker, board master, black, refillable, bullet tip	pcs	66		
117	Pen, whiteboard marker, board master, blue, refillable, bullet tip	pcs	11		
118	Pen, whiteboard marker, board master, red, refillable, bullet tip	pcs	5		
119	Pencil, #1, durable, woodclinched complastic lead, 12's	bxs	38		
120	Pencil, #2, durable, woodclinched complastic lead, 12's	bxs	58		
121	Pencil, #3, durable, woodclinched complastic lead, 12's	bxs	12		
122	Pencil, lead, mechanical 0.5 mm refill, 12's	sets	2		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
123	Pins, magnetic pins, 40mm, 8pcs/pck	pcks	20		
124	Pins, push pins with colored heads	bxs	20		
125	Pins, safety pins, small, 100pcs	pcks	8		
126	Plastic Cover, transparent, 50 m/rolls	rolls	3		
127	Puncher, big, heavy duty	pcs	11		
128	Record Book, 150 pages, hardbound	pcs	7		
129	Record Book, 300 pages, hardbound	pcs	100		
130	Record Book, 500 pages, hardbound	pcs	22		
131	Rubber Bands, large, assorted color	bxs	4		
132	Rubber Bands, regular size, assorted color	bxs	2		
133	Ruler, 1ft, plastic	pcs	5		
134	Ruler, 1ft, stainless steel	pcs	16		
135	Scissors, big, tailoring scissors, comfortable handle, premium quality	pcs	13		
136	Scissors, small, tailoring scissors, comfortable handle, premium quality	pcs	16		
137	Seal, notarial seal with adhesive, gold yellow #24-2/18", 40's	pcks	200		
138	Sharpener, pencil sharpener, desktop 1 hole	pcs	3		
139	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs	434		
140	Sign Pens, G-Tec C4, 0.4 mm, blue, gel ink pen, refillable	pcs	23		
141	Sign Pens, G-Tec C4, 0.4mm, red, gel ink pen, refillable	pcs	6		
142	Sign Pens, 0.7 mm, black, gel ink, refillable	pcs	127		
143	Sign Pens, 0.7 mm, blue, gel ink, refillable	pcs	22		
144	Sign Pens, 0.7 mm, red, gel ink, refillable	pcs	5		
145	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.5, black	pcs	36		
146	Sign Pens, pigment ink, water based, water resistant, acid free, drawing system, 0.7, black	pcs	12		
147	Stamp Pad, 4" x 6" (no.1), clear stamp, quality standard	pcks	21		
148	Stamp Pad Ink, digi stamp ink purple	btls	8		
149	Stamp Pad Ink, purple, plastic container, 30ml	btls	32		
150	Staple Wire, #35 mm, heavy duty	bxs	61		
151	Stapler Wire, plier type, heavy duty	pcs	19		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
152	Stapler, #35, with staple remover, high quality	pcs	29		
153	Stapler, long arm stapler, #35, metal/steel, reach: 12 – 15 inches, capacity: 20 – 35 sheets/80g	pcs	10		
154	Stapler, heavy duty stapler bookbinding, long arm, 120-240 sheets capacity, 23/13 staple size, for thick papers	pc	1		
155	Sticker, sticker pad	doz	17		
156	Sticky Note, 3" x 3", assorted neon color	pads	8		
157	Sticky Note, 3" x 4", assorted neon color	pads	3		
158	Sticky Note, 1" x 3", assorted neon color	pads	8		
159	Tape, double sided with foam, 1", standard length	rolls	44		
160	Tape, double sided without foam, 1", standard length	rolls	94		
161	Tape, duct, 3", standard length	rolls	14		
162	Tape, masking, 1", standard length	rolls	60		
163	Tape, masking, 2", standard length	rolls	20		
164	Tape, packing, 2", standard length	rolls	14		
165	Tape, transparent, 1", standard length	rolls	46		
166	Tape, transparent, 2", standard length	rolls	35		
167	Tape, transparent, 3", standard length	rolls	10		
168	Tape, caution tape, black & yellow, 500m	rolls	15		
169	Tape Dispenser, 1", heavy duty	pc	1		
170	Tape Dispenser, universal, heavy duty	pcs	2		
171	Tape Flags, assorted color, plastic, 1"	pcks	24		
172	Tape Flags, with please sign here message, 1"	pcks	30		
173	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	bxs	25		
174	Thumbtacks, colored heads	bxs	7		
175	Tray, desk tray, steel, 3 layers	pcs	16		
176	Tray, mesh desktop paper tray organizer, 4 layers, steel	pcs	2		
177	Whiteboard, 3ft x 4ft, good quality	unit	1		
178	Whiteboard, 24 in x 36 in	units	3		
179	Whiteboard, 4' x 8' white board with stand	unit	1		
180	Yellow Pad, 215 x 330 mm, 90 leaves, 64gsm, good quality	pads	27		

