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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 164)					
Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
1	Ballpen, black, 0.5 mm, 12pcs/box	bxs	20		
2	Ballpen, blue, 0.5 mm, 12pcs/box	bxs	11		
3	Ballpen, red, 0.5 mm, 12pcs/box	bxs	8		
4	Battery, 9 V, dry cell, alkaline	pcs	3		
5	Battery, AA, 2pcs/pack, drycell, alkaline	pcks	25		
6	Battery, AAA, 2pcs/pack, drycell, alkaline	pcks	10		
7	Battery, battery rechargeable, 2pcs/pack, AAA with charger	pcks	2		
8	Battery, battery rechargeable, 2pcs/pack, AA with charger	pcs	6		
9	Binder, 3 ring binder, heavy duty, 3", legal size	pcs	5		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
10	Binder, 2 ring binder, heavy duty, 3", legal size	pcs	10		
11	Binder, 2 ring binder, heavy duty, 2", legal size	pcs	50		
12	Binder Clips, backfold clips, all metal, clamping: 1", 12's	bxs	8		
13	Binder Clips, backfold clips, all metal, clamping: 2", 12's	bxs	7		
14	Binder Clips, bulldog clip, all metal, clamping: 3", 12's	bxs	7		
15	Box, storage box, 50L	pcs	2		
16	Calculator, office calculator, large font, 14 digit, solar and battery	pcs	4		
17	Cartolina, assorted colors, thick, good quality	pcs	46		
18	Chalk, white, dustless	bxs	5		
19	Clear Book, 8.5" x 13", 60 pockets, thick plastic refill	pcs	43		
20	Clear Book, A4, 60 pockets, thick plastic refill	pcs	11		
21	Clear Book Refill, long, clear sheet protector, JC305A, heavy duty reinforced binding edge, 11 holes, 10's	pcks	205		
22	Cling Wrap, stretch wrap, stretch film, 4", 300mtrs/roll	rolls	2		
23	Cling Wrap, stretch wrap, stretch film, 15", 300mtrs/roll	rolls	2		
24	Clock, wall clock, medium size, good quality	pcs	2		
25	Colored Bond Paper, A4, assorted, subs 18	rms	4		
26	Colored Bond Paper, 8.5" x 13", assorted, subs 18	rms	3		
27	Combo Ring, plastic, 51mm, 2", white, high quality, calendared PVC, 100's	box	1		
28	Cork Board, 2 ft. x 3 ft. with aluminum frame	pcs	6		
29	Cork Board, black wooden frame, 4ft x 3.5ft, wall type	pcs	1		
30	Correction Pen, liquid paper correction pen	pcs	38		
31	Correction Pen, 20 m x 5 mm	pcs	47		
32	Cutter, big, 18mm blade, heavy duty	pcs	16		
33	Cutter, desktop cutter paper, metal base, A3 (15" x 18")	pcs	4		
34	Cutter Blade Refill, big, 10pcs/tube	tubes	10		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
35	Cutting Mat, 18" x 24", reversible	pcs	8		
36	Dater Stamp, received stamp with date, medium	pc	1		
37	Dater Stamp, 1.75" x 1.12", durable	pcs	5		
38	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	10		
39	Envelope, mailing, letter envelope, long, white (500pcs/box),good quality	box	1		
40	Envelope, brown envelope, A4	pcs	100		
41	Envelope, brown, long, good quality	pcs	580		
42	Envelope, expandable w/ garter, long, good quality	pcs	192		
43	Envelope, expandable, plastic, long, good quality	pcs	50		
44	Eraser, black/whiteboard eraser	pcs	7		
45	Fastener, paper fastener, plastic, multi-colored	bxs	19		
46	Fastener, plastic, double lock, for 100 pages and up	bxs	16		
47	Fastener, stainless, non-sharp edge, good quality	bxs	3		
48	File Box, big, with cover, blue	pcs	57		
49	File Box, big, without cover, blue	pcs	10		
50	File Box, medium, with cover, blue	pcs	16		
51	Folder, A4, white, good quality	rms	23		
52	Folder, A4, assorted color	pcs	200		
53	Folder, green, long, pressboard, expandable without tab	pcs	200		
54	Folder, green, long , expanded with tab , good quality	pcs	232		
55	Folder, long, white, 14pts, 100pcs/ ream, good quality	rms	22		
56	Folder, long size, white, 14pts	pcs	234		
57	Folder, long, assorted color	pcs	200		
58	Folder, short size, white 100pcs/ream	ream	1		
59	Glue, 130gms, multipurpose glue, safe and non-toxic	btls	20		
60	Glue, instant glue, fast drying, 10g	pcs	7		
61	Glue Gun, big, heavy duty	pcs	4		
62	Glue Gun, small, heavy duty	pcs	2		
63	Glue Stick, big, heavy duty	pcs	125		
64	Glue Stick, small, heavy duty	pcs	25		
65	Guntacker, 12mm	pcs	1		
66	Guntacker Wire, 12mm	bxs	2		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
67	Guntacker Wire, T30, 8mm, good quality	bxs	2		
68	Highlighter, assorted colors	pcs	41		
69	ID Holder, transparent B4 size for ARTA ID	pcs	6		
70	Illustration board, standard size, 40" x 30"	pcs	12		
71	Illustration board, standard size, 40" x 30", white both sides	pcs	12		
72	Laminating Film, 1" core, 1.5 mil 9' x 500"	roll	10		
73	Mimeographing Paper, 8.5" x 13", whitewove, subs 18	pcs	35		
74	Organizer, desk organizer multi-functional pen holder, 21cmL x 9cmW x 25.5cmH, 12 compartments with drawer	pcs	3		
75	Organizer, desk organizer, metal desk file holder with 4 compartments	pcs	4		
76	Pad, prescription pad, 100 sheet/pad	pads	3		
77	Pad, memo pad, 3" x 5"	pads	2		
78	Paint Brush, 1" fine bristles	pcs	6		
79	Paint Brush, 2" fine bristles	pcs	6		
80	Paint Brush, 3" fine bristles	pcs	6		
81	Paper, art paper, blue, 500 shts/ream, long size	ream	1		
82	Paper, bond paper , 8.5" x 13", premium grade, subs 20	rms	310		
83	Paper, bond paper, 8.5" x 14", premium grade, subs 20	rms	4		
84	Paper, bond paper, A3, premium grade, subs 20	rms	2		
85	Paper, bond paper, A4, premium grade, subs 20	rms	255		
86	Paper, photo paper, A4, matte, 10's	pcks	40		
87	Paper, photo paper, A4, 10's, high quality, inkjet, glossy	pcks	39		
88	Paper, special board paper, A4, 180 gsm, beige, 10's	pcks	195		
89	Paper, special board paper, A4, 220 gsm, beige, 10's	pcks	10		
90	Paper, special board paper, long 180 gsm, beige, 10's	pcks	20		
91	Paper, special board paper, long 220gsm, beige, 10's	pcks	10		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
92	Paper, special board paper, short size, beige, 10's	pcks	30		
93	Paper, special board paper, 8.5 x 13", assorted colors, 220gsm, 10's	pcks	14		
94	Paper, sticker paper, A4, matte, assorted color	pcks	117		
95	Paper, sticker paper, A4 size, white	pcks	126		
96	Paper, sticker paper, A4, glossy, printable inkjet	pcks	20		
97	Paper, vellum paper, 8.5" x 13", 10's	pcks	58		
98	Paper, vellum paper, A4, 10's	pcks	8		
99	Paper Clips, big, assorted color, vinyl coated	pcks	17		
100	Paper Clips, regular, assorted colors, vinyl coated	pcks	8		
101	Pen, permanent marker, fine, black	pcks	76		
102	Pen, permanent marker, fine, blue	pcks	45		
103	Pen, permanent marker, fine, red	pcks	24		
104	Pen, permanent marker, broad, black	pcks	8		
105	Pen, permanent marker, broad, red	pcks	4		
106	Pen, permanent marker, broad, blue	pcks	6		
107	Pen, whiteboard marker, board master, black, refillable, bullet tip	pcks	49		
108	Pen, whiteboard marker, board master, blue, refillable, bullet tip	pcks	30		
109	Pen, whiteboard marker, board master, red, refillable, bullet tip	pcks	35		
110	Pencil, #1, durable, woodclinched complastic lead, 12's	pcks	7		
111	Pencil, #2, durable, woodclinched complastic lead, 12's	pcks	15		
112	Pencil, #3, durable, woodclinched complastic lead, 12's	pcks	7		
113	Pencil, lead, mechanical 0.5 mm refill, 12's	pcks	4		
114	Pencil, mechanical, drafting quality, 0.5 mm	pcks	4		
115	Pencil Eraser, soft pencil, rubber eraser, 36 pcs/box	pcks	6		
116	Pins, push pins with colored heads	pcks	1		
117	Plastic Cover, transparent, 50 m/rolls, #0.065mm thickness	pcks	8		
118	Puncher, big, heavy duty	pcks	12		
119	Puncher, 3-hole puncher	pcs	4		
120	PVC Cover, for document A4 size	pcs	10		
121	PVC Cover, for document long size	pcs	10		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
122	Record Book, 150 pages, hardbound	pcs	8		
123	Record Book, 300 pages, hardbound	pc	1		
124	Record Book, 500 pages, hardbound	pcs	8		
125	Rubber Bands, large, assorted color	bxs	5		
126	Rubber Bands, regular size, assorted color	bxs	5		
127	Ruler, 1 ft, plastic	pcs	3		
128	Ruler, 1 ft, stainless steel	pcs	6		
129	Scissors, big, tailoring scissors, comfortable handle, premium quality	pcs	19		
130	Scissors, small, tailoring scissors, comfortable handle, premium quality	pcs	11		
131	Sharpener, pencil sharpener, desktop 1 hole	pcs	4		
132	Sign Pens, G-Tec C4, 0.4mm, black, gel ink pen, refillable	pcs	47		
133	Sign Pens, G-Tec C4, 0.4mm, blue, gel ink pen, refillable	pcs	17		
134	Sign Pens, G-Tec C4, 0.4mm, red, gel ink pen, refillable	pcs	47		
135	Sign Pens, 0.7 mm, black, gel ink, refillable	pcs	51		
136	Sign Pens, 0.7 mm, blue, gel ink, refillable	pcs	21		
137	Sign Pens, 0.7 mm, red, gel ink, refillable	pcs	17		
138	Stamp Pad, 4" x 6" (no.1), clear stamp, quality standard	pcs	6		
139	Stamp Pad Ink, green, 30 ml, with brush	btls	4		
140	Stamp Pad Ink, purple, plastic container, 30ml	btls	10		
141	Staple Wire, #35 mm, heavy duty	bxs	41		
142	Staple Wire Remover, plier type, heavy duty	pcs	8		
143	Stapler, #35, with staple remover, high quality	pcs	19		
144	Stapler, long arm stapler, #35, metal/steel, reach: 12 – 15 inches, capacity: 20 – 35 sheets/80g	pcs	3		
145	Sticker, sticker pad, 3" x 5"	pads	7		
146	Sticky Note, 2" x 2", assorted neon color	pads	5		
147	Sticky Note, 4" x 6", assorted neon color	pads	10		
148	T-Square, stainless metal	pcs	4		



Item No.	Specification	Unit	Qty.	Brand	Statement of Compliance
149	Tape, double sided with foam, 1", standard length	rolls	8		
150	Tape, double sided without foam, 1", standard length	rolls	46		
151	Tape, duct, 3", standard length	rolls	17		
152	Tape, magic tape, 1", standard length	rolls	4		
153	Tape, masking, 1", standard length	rolls	65		
154	Tape, masking, 2", standard length	rolls	40		
155	Tape, packing, 2", standard length	rolls	15		
156	Tape, reflective hazard warning tape, black and yellow	rolls	2		
157	Tape, transparent, 1", standard length	rolls	59		
158	Tape, transparent, 2", standard length	rolls	46		
159	Tape, transparent, 3", standard length	rolls	42		
160	Tape Dispenser, 1", heavy duty	pcs	7		
161	Tape Dispenser, 2", heavy duty	pcs	5		
162	Tape Dispenser, universal, heavy duty	pcs	5		
163	Tape Flags, 8" index tab, self-adhesive tabs, rectangle, white/ transparent, 5tab/pack	pcks	50		
164	Thumbtacks, 3/8 in, gold, steel, flat-round head shape	bxs	10		
165	Thumbtacks, colored heads	bxs	7		
166	Tray, desk tray, steel, 3 layers	pcs	21		
167	Tray, mesh desktop paper tray organizer, 4 layers, steel	pcs	5		
168	White Board, 3ft x 4ft, good quality	units	2		
169	Yellow Pad, 215 x 330mm, 90 leaves, 64gsm, good quality	pad	1		

