

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) 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>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 Bidders 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 provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).</p>
1	BATTERY, dry cell AA, 2 pieces per blister pack	
2	BATTERY, dry cell AAA, 2 pieces per blister pack	
3	ACETATE, gauge #3, 50m per roll	
4	CARTOLINA, assorted color, 20 pieces per pack	
5	CHALK, white, enamel, 100 pieces per box, dustless	
6	CLIP, backfold, 19mm, 12 pieces per box	
7	CLIP, backfold, 25mm, 12 pieces per box	
8	CLIP, backfold, 32mm, 12 pieces per box	
9	CLIP, backfold, 50mm, 12 pieces per box	
10	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	
11	DATA FILE BOX, made with chipboard, with closed ends	
12	ERASER, felt, for blackboard/whiteboard	

13	ERASER, plastic or rubber	
14	FASTENER, for paper, metal, 50 sets per box	
15	FILE ORGANIZER, expanding, legal, plastic, assorted colors	
16	FILE TAB DIVIDER, A4, five (5) colors per set	
17	FILE TAB DIVIDER, Legal Size, five(5) colors per set	
18	FOLDER, Tagboard, Legal size, 100 pieces per pack	
19	GLUE, all purpose, 300 grams min.	
20	INDEX TAB, self-adhesive, 5 set/box, assorted colors	
21	MARKER, fluorescent, 3 colors per set	
22	NOTE BOOK, stenographer's, 40 leaves, spiral	
23	PAPER CLIP, gem type, 32mm, 100 pieces per box	
24	PAPER, Thermal, 216mm x 30m	
25	RECORD BOOK, 500 pages, size: 214mm x 278mm min, Official	
26	RUBBER BAND, 70mm min lay flat length (#18)	
27	SIGN PEN, black	
28	SIGN PEN, blue	
29	SIGN PEN, red, 0.07 point	
30	STAMP PAD INK, violet, 50mL	
31	STAMP PAD, felt pad, min 60mm x 100mm	
32	TAPE, masking, 24mm, 50 meters length	
33	TAPE, masking, 48mm, 50 meters length	
34	TAPE, transparent, 24mm, 50 meters	
35	TAPE, transparent, 48mm, 50 meters	
36	TAPE, packaging, 48mm, 50 meters length	
37	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	
38	CUTTER KNIFE, heavy duty	
39	PENCIL SHARPENER, 1 piece in individual plastic case	
40	SCISSORS, (6") including handle	
41	STAPLE REMOVER, plier type	
42	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	
43	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	
44	FLASH DRIVE, 16GB, USB 2.0, plug and play	
45	MOUSE, optical, USB connection type	
46	INK CART, CANON PG-740, Black	
47	INK CART, CANON CL-741, Colored	
48	INK CART, EPSON C13T6664100 (T6641), Black	
49	INK CART, EPSON C13T664200 (T6642), Cyan	
50	INK CART, EPSON C13T664300 (T6643), Magenta	
51	INK CART, EPSON C13T664400 (T6644), Yellow	
52	INK CART, HP CN692AA, (HP704), Black	
53	INK CART, HP CN693AA, (HP704), Tri-color	
54	INK CART, HP CZ107AA, (HP678), Black	
55	INK CART, HP CZ108AA, (HP678), Tricolor	
56	INK CART, LEXMARK 10NO217 (#17), Black	

57	INK CART, LEXMARK 10NO227 (#27), Colored	
58	TONER CART, HP CB436A, Black	
59	TONER CART, HP CE278A, Black	
60	TONER CART, HP CE285A (HP85A), Black	
61	Battery rechargeable,AAA	
62	Battery rechargeable,AAA, 2 pcs/pack	
63	Battery , size 9 volts 1pc/pck	
64	Battery AAA, heavy duty	
65	Battery AA , heavy duty	
66	Battery AA size lithium 2"s	
67	Acrylic display/sign holder (sign stand), clear, injection mould produced, A4 size, Portrait	
68	Acrylic display/sign holder (sign stand), clear, injection mould produced, Letter size, landscape	
69	Acrylic display/sign holder (sign stand), clear, injection mould produced, Letter size Portrait	
70	Acrylic display/sign holder (sign stand), clear, injection mould produced, 12 x 3"	
71	Access file box, horizontal, legal size	
72	Ballpen (black), fine tips	
73	Ballpen (blue), fine tips	
74	Ballpen (green), fine tips	
75	Ballpen (red), fine tips	
76	Binder, 3-ring , D-type, A4, 64mm (2.5") with insert clear-view pocket on front, back and spine for label	
77	Binder , 3-ring, D-type, legal	
78	Binder Clip, medium 1-1/4" wide 5/8" capacity black box of 12	
79	Binder Clip, medium 3/4" wide 5/8" capacity black box of 36	
80	Certificate Holder, A4 size	
81	Certificate Frames, 8x11in.	
82	Chalk, colored, dustless	
83	Check Paper for Transcript of Record, 8.5"x14"	
84	Class Record, New Edition, Yellow color	
85	Clear Sheet, A4 size folder, plastic	
86	Clear book, 100leaves with black cover	
87	Clear Folder with clip, A4 , hard	
88	Clip, backfold, A4, ARCA folder binder	
89	Clip, bulldog, 73mm (3")	
90	Construction Paper, Assorted colored for Account Card	
91	Coloured Cardboard, A4, 230 gsm (50 pcs/pck)	
92	Correction Fluid, 15ml.	
93	Correction Pen	
94	Cutter Blade Handheld, heavy duty, 18 cm	
95	Cutter handheld, heavy duty, 6"	
96	Envelope, Brown, A4 size	
97	Envelope, Brown, legal size	
98	Envelope, Brown, short	
99	Envelope, accordion	
100	Envelope, Expanded, long (Brown, thick)	
101	Envelope, expanding with string,legal brown	

102	ENVELOPE, expanding, plastic, legal size	
103	Envelope, expanding, legal size	
104	Envelope, expanded, long , blue, thick	
105	Envelope, expanding, legal size, green color	
106	Envelope mailing with window	
107	Felt Paper, assorted color	
108	Folder with tab, green long	
109	Folder, white, A4 size, 14 points	
110	Folder, morocco/fancy, A4 size, 50s/pck	
111	Folder, morocco/fancy, legal, size, 50s/pck	
112	Folder, long, brown	
113	Folder, long, orange	
114	Folder, short, brown	
115	Folder, Expandable, long, brown	
116	Folder, Expandable, A4, brown	
117	Folder, short, 14 points, white	
118	Folder lever arch, Long	
119	Folder, White, 14 points, long	
120	Folder, A4 size, Clear Cover	
121	Folder, Plastic, sliding long	
122	General Ledger	
123	Glue , All purpose 200ml with applicator	
124	Glue, All purpose, 130 ml	
125	Glue, all purpose, 118ml	
126	Glue, All purpose, 25 ml	
127	Glue gun sticks, clear (medium)	
128	Glue sticks, all purpose 0.77 oz	
129	Illustration Board, (30" x 40"), 2 ply	
130	Index card, 5x8"	
131	Index card, 3"x5"	
132	Index card ¼	
133	Indextab, tabbing (numbers)	
134	Lever Arch File , long, folder	
135	Lever Arch Folder,blue	
136	Lever Arch Folder,black	
137	Magazine File Box, 112mm x 200mm, with open end	
138	Manila Paper	
139	Marking Pen, Permanent (black), refillable, fine	
140	Marking Pen, Permanent (blue), refillable, fine	
141	Marking Pen, Permanent (red), refillable, fine	
142	Marking Pen, permanent (Blue) Broad , refillable	
143	Marking Pen, permanent (black) broad , refillable	
144	Marking Pen, Whiteboard (Black), broad	
145	Marking Pen, Whiteboard (Black), refillable, fine	
146	Marking Pen, Whiteboard (blue), refillable, fine	
147	Marking Pen, Whiteboard (red), refillable, fine	
148	Memo cube pad 3" x 3" x 4.5"	
149	Moroco color: blue size: short	

150	Page markers, assorted ultra colors, ½" x 2", 100/pad	
151	Paper Clip, medium, plastic	
152	Paper Fastener, plastic	
153	Paste Big , waterweel	
154	Philippine Flag, standard size	
155	Pencil Eraser	
156	Pencil, No. 2	
157	Picture Frame , A4 size, for certificates	
158	Plastic index tab A-Z	
159	Plastic combs (ring binder), round back, 1/2", black or blue or red	
160	Plastic combs (ring binder), round back, 1", black or blue or red	
161	Plastic combs (ring binder), round back, 2", black or blue or red	
162	Plastic ring binder, 12mm, A4	
163	Plastic ring binder, 16mm, A4	
164	Porta file, A4, black, width, 4"	
165	Porta file, long, black, width, 4"	
166	Porta file, long, blue, width, 4"	
167	Porta file, long Dark red, width, 4"	
168	Porta file, long, green, width, 4"	
169	Porta file, long, red, width, 4"	
170	Pressboard Folder, expandable, A4 size, blue	
171	Push pin, Hammer head type	
172	Push pin, plastic round head type	
173	Push pin, flat head type, assorted colors, 100/case	
174	PVC cover, 300mm size: A4	
175	Refill Ink for Permanent Marker Pen black	
176	Refill Ink for Permanent Marker Pen blue	
177	Refill Ink for Permanent Marker Pen red	
178	Refill Ink for Whiteboard Marker, red	
179	Refill Ink for Whiteboard Marker, black,	
180	Refill Ink for Whiteboard marker, blue	
181	Ribbon, Typewriter	
182	Ring Binder -1" thick, 1 meter long	
183	Rubber Stamp, 3 ½" x 1 1/2"	
184	Ruler, plastic , 12"	
185	Ruler, plastic , 18"	
186	Sheet Protector A4 (100 sheets/box)	
187	Sign Pen, 0.3 black	
188	Sign Pen, 0.2 black	
189	Sign Pen, 0.2 blue	
190	Sign Pen, 0.2 Red	
191	Sign Pen, 0.3 blue	
192	Sign Pen, 0.3 red	
193	Sign Pen, 0.4 black	
194	Sign Pen, 0.4 blue	
195	Sign Pen, 0.5 green	
196	Sign Pen, 0.7 black	
197	Sign Pen, 0.7 blue	

198	Specialized/Personalized Continuous Accountable Form No. 51 (Carbonless) (Official Receipts (500 pcs per box)	
199	Spring Notebook 50 sheets	
200	Staple wire No. 10	
201	Staples MAX-HD-3LS (6mm) or equivalent	
202	Staples MAX-HD-3LS (8mm) or equivalent	
203	Tape, Double sides 1", 300 yards	
204	Tape, Double sided 1" 5m	
205	Tape Double sided 2" 5m	
206	Tape Double sided 3", 5m	
207	Tape, Double adhesive 1", 5m	
208	Tape, Double adhesive 2", 5m	
209	Tape Double sided ½", 5m	
210	Tape Duct, 2", gray	
211	Tape, Masking , 3",	
212	Tape, Masking , 3/4"	
213	Tape, Masking , 5"	
214	Tape, packaging, 1"	
215	Tape, packaging, 2"	
216	Tape, packaging, 3"	
217	Tape, transparent, (3") 300yards	
218	Tape, transparent, 4"	
219	Tape, transparent, 5"	
220	Tape, transparent , 3/4"	
221	Thumbtacks, 100pcs/box	
222	Twine Straw for binding	
223	Trophies, 15"	
224	Book End, (5" X 8"). METAL	
225	Bulletin Board with Aluminum Frame, 4' x4' feet (48" x 48" inches)	
226	Calculator compatible for (Canon AS-120, 12 digits)	
227	Corkboard , small, 2' x 3'	
228	Cork board with Aluminum Frame, 1' x4' feet (48" x 48" inches)	
229	Extension cord 5m x 3 gang , 3 pong w#10	
230	Magnetic whiteboard 35.5 cm x 27.5 cm	
231	Penlight	
232	Scissors 6"	
233	Scissors, lightweight stainless steel with edge-ground blades, 18" straight handles, black, Tailor	
234	Sharpener (small)	
235	Scissors, stainless, 7" including plastic handle	
236	Stapler with remover, 545TM Antimicrobial std. desk black	
237	Stapler, heavy duty	
238	Stapler w/ remover,no.35, heavy duty	
239	Stapler, long reach, handles up to 20 sheets of paper and up to 12" from edge of sheets	
240	Tape dispenser, heavy duty, for 24mm(1")	
241	Desk tray, flexible stacker,3 layers, grey	
242	Ultra Violet bulb, 4 watts	

243	Cartolina (black), 120 gsm	
244	Cartolina (blue), 120 gsm	
245	Cartolina (green), 120 gsm	
246	Cartolina (pink), 120 gsm	
247	Cartolina (red), 120 gsm	
248	Cartolina (white), 120 gsm	
249	Cartolina, white, 20's/pack, 150 gsm	
250	Carbonated COMPUTER CONTINUOUS FORMS, 4ply, 11" x9-1/2", 1, 000 sheets/box	
251	Paper, Book, Short size subs 20	
252	Paper, Book A3L, 70gsm/m2	
253	Paper, mimeo, Groundwood, 216mmx330mm (8-1'2"x13") Legal size	
254	Paper, Whitewove, A4 size, subs. 18	
255	Paper, Whitewove, A4 size, subs. 20	
256	Paper, Whitewove, long subs. 20	
257	Mimeographing Paper (Whitewove A4)	
258	Paper, mimeo, whitewove, A4 size	
259	Paper special Type, Board (185gsm) at least 10 sheets/pack, Ivory color (for certificates)	
260	Paper Stationery A4 (white)	
261	Photo paper, glossy legal size	
262	Photo paper matte, long	
263	Colored paper, Assorted color	
264	Sticker Paper, A4 size,green,orange,red,blue	
265	Sticker Paper, (white), A4 high gloss, 10 pcs/pack	
266	Sticker paper (white matte) 10pcs/pack long	
267	Sticker paper, A4 size, light blue, 10pcs/pack	
268	Special paper for certificate, A4, 10pcs/pack	
269	Special paper for TOR (light green), Long, 10pcs/pack	
270	Specialty Board for Certificates, assorted colors	
271	PST 13T Continuous Paper 11 x 9 (1 ply)	
272	CD-RW w/ case	
273	Drum, INEO 160	
274	DVD re-rewritable, 10pcs/ box, 750MB	
275	DVR -R with sleeves	
276	Diskette, 3.5" 1.44 MB 2HD	
277	External hard drive portable, 4TB, 3.5 black, USB 3.0 &nb	
278	Ink Bottle for EPSON L110 (black)	
279	Ink Bottle for EPSON L110 (colored), cyan,	
280	Ink Bottle for EPSON L110 (colored), magenta	
281	Ink Bottle for EPSON L110 (colored), yellow	
282	Ink Cartridge for Canon CL-41	
283	Ink to EPSON L200	
284	Ink Bottle for EPSON L210 (black)	
285	Ink Bottle for EPSON L210 (colored)	
286	Ink cartridge, for Brother LC40 BLK	
287	Ink cartridge, for Brother LC40 Y	
288	Ink cartridge, for Brother LC40 C	

289	Ink cartridge, for Brother LC40 M	
290	Ink Toner for Brother MFC- 7470D, 5 in 1 model	
291	Ink Cartridge, for EPSON L350, Black	
292	Ink Cartridge, for EPSON L350, Cyan	
293	Ink Cartridge, for EPSON L350, Magenta	
294	Ink Cartridge, for EPSON L350, Yellow	
295	Ink Cartridge, for PG 40 (Black) Canon ip 1300	
296	Ink Printer for (HP 932 Black)	
297	Ink Printer for (HP 933 Magenta XL)	
298	Ink Printer for (HP 933 Yellow XL)	
299	Ink Printer for (HP 933 Cyan XL)	
300	Ink for HP color Laserjet Pro M252dw black	
301	Ink for HP color Laserjet Pro M252dw Cyan	
302	Ink for HP color Laserjet Pro M252dw Magenta	
303	Ink for HP color Laserjet Pro M252dw yellow	
304	Laser Pointer, Pen Type, metal, for presentation, green and red color, 50mW Laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch	
305	Printer Ink to Epson, Continuous Ink System (CIS); (1set:4 bottles @ 4 colors), Universal Ink	
306	Printer Ink to Epson, Balck, Continuous Ink System (CIS); Universal Ink	
307	SD Card, 16G, Class 10	
308	Ribbon, for EPSON LQ 300+	
309	Ribbon, for EPSON LQ 310	
310	Ribbon, for EPSON LQ 680 Pro	
311	Ribbon, for EPSON LX 300+II	
312	Ribbon, for EPSON LX 300+	
313	Ribbon cartridge for Epson Dotmatrix LQ2190 S015531/S015086 60m/196.8 ft	
314	Ribbon cartridge for Epson Dotmatrix LQ2190 S015584/S015327 32m/104.9 ft	
315	Toner, to Brother Toner TN 2280	
316	Toner, for KYOCERA MITA digital camera KM-161635	
317	Toner, for HP Officejet 7200 All-in-One Series Cold	
318	Toner, for Samsung ML 1640	
319	Toner, for Samsung ML-D105L	
320	Toner, for MLT-D105L/SEE samsung ML1915 Printer	
321	Toner, for TOSHIBA T-1810D	
322	Toner cartridge for TN-113, 4518-604, INEO 160	
323	USB 8 gb	
324	USB 32gb	
325	Subsidiary Ledger	
326	Printing Press Services (tagboard-Ledger Card)	
327	Seminar I.D. Badge	
328	ID holder	