

Technical Specifications

| Specification | Bidder's Specifications ¹ |
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| Acquisition of Various Common Office Supplies for Stockpile | Detailed Specifications (Specify Brand/Model) |
| Lot 1: Assorted Ballpoint Pens and Sign Pens 7,264 pieces Ballpoint Pen, 0.5 fine point, Black 4,667 pieces Ballpoint Pen, 0.5 fine point, Blue 972 pieces Ballpoint Pen, 0.5 fine point, Red 112 pieces Ballpoint Pen, 0.5 fine point, Green 2,684 pieces Marker, Permanent, Fine Point, Non-blot, Black 2,229 pieces Marker, Permanent, Fine Point, Non-blot, Blue 791 pieces Marker, Permanent, Fine Point, Non-blot, Red 97 pieces Marker, for Transparency, 6 colors 5,903 pieces Sign Pen, high tech pen, 0.5mm, Black 3,308 pieces Sign Pen, high tech pen, 0.5mm, Blue 714 pieces Sign Pen, high tech pen, 0.5mm, Red 136 pieces Sign Pen, high tech pen, 1.0mm, Black 136 pieces Sign Pen, high tech pen, 1.0mm, Blue 500 pieces Sign Pen, high tech pen, 0.7mm, Black | |
| Lot 2: Assorted Paper Supplies 14 reams Paper, Laid, A4 size, 500 pieces/ream, 100gsm 35 reams Paper, Linen, A4 size, 500 pieces/ream, 100gsm 400 reams Paper, Multicopy, 80gsm, size A3 213 packs Paper, Photo, Glossy, A4 size, 260gsm 86 packs Paper, Photo, Glossy, 4" x 6" size, 260gsm 274 packs Sticker Paper, A4 size, Multipurpose, Matte, 20pieces/pack 67 boxes Paper, Thermal, 80mm x 70mm 115 rolls Paper, Tape for Barcode Printer, Zebra GC420T 30 packs Specialty Board, A4 size, 20 pieces/pack, different textures, 250gsm | |

¹**IMPORTANT NOTE:** Detailed specifications must be provided. 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).

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| <p>100 pieces Paper Tape for Adding Machine, 2-1/4 width</p> <p>60 boxes Continuous Form, 3 ply, 280x241mm, Carbonless</p> <p>200 boxes Continuous Form, 3 ply, 280x378mm, Carbonless</p> <p>1,651 packs Bristol Board, Colored, A4, 100 pieces/pack 220gsm (Blue, Pink, Green, Yellow, Orange)</p> <p>462 packs Bristol Board, A4, White, 100 pieces/pack 220gsm</p> <p>391 packs Cartolina, Assorted Colors, 20 pieces/pack, 190gsm</p> <p>100 reams Colored paper, A4 size, 500 pieces/ream, Yellow, 80gsm</p> <p>64 reams Colored paper, A4 size, 500 pieces/ream, Blue, 80gsm</p> <p>64 reams Colored paper, A4 size, 500 pieces/ream, Green, 80gsm</p> <p>64 reams Colored paper, A4 size, 500 pieces/ream, Pink, 80gsm</p> <p>1 bundle Index cards, Ruled Both Sides (RBS), 3" x 5", 500 pieces/bundle</p> <p>1 bundle Index cards, Ruled Both Sides (RBS), 5" x 8", 500 pieces/bundle</p> <p>30 books Columnar Book, 24 Columns</p> | |
| <p>Lot 3: Assorted Folders</p> <p>448 packs Looseleaf Cover, Green, 50 pieces/pack Dimension: (excluding flaps); Width: 216mm (min.); Length: 355mm (min.) Thickness of chipboard, mm: 1.5 (min) cover for top flap: Leatherette paper color yellow; Front and back cover: Green color with pre-punched holes for fastener (70mm between prongs)</p> <p>210 pieces Folder, 3-hole Ring Binder, A4 size, 1", side mechanism with lock, w/o booster, D-type ring, 150-175 page capacity</p> <p>247 pieces Folder, 3-hole Ring Binder, A4 size, 3", side mechanism with lock, w/o booster, D-type ring, 500-570 page capacity</p> <p>1,140 pieces Folder, Clear, Presentation, A4 size color-Red, Blue, Green, Yellow</p> <p>340 pieces Folder, Clear, Presentation, Legal size, color-Red, Blue, Green, Yellow</p> <p>178 packs Folder, Tagboard, legal size, 100pieces/pack</p> <p>166 packs Folder, Tagboard, A4 size, 100pieces/pack</p> <p>116 box Folder, Pressboard, size: 369mmx242mm (-5mm); Thickness: 0.40mm (min), Basis Weight: 312gsm (min); Accordion-pleat</p> | |

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| <p>Gusset: Latex paper/PVC bookbinder/book cloth/paper cloth; Expansion: 39mm (-3mm)</p> <p>543 pieces Clear book, 60 pockets, A4 size, refillable</p> <p>344 pieces Clear book, 60 pockets, Legal size, refillable</p> <p>1,508 pieces Data folder, made of chipboard w/ taglia lock 75mm x 230mm x 380mm, Chipboard: 2.5mm thick (min)</p> <p>5 pieces Folder, Archfile, A4, 1" spine 2 rings, durable LA mechanism, spine insert metal reinforced edges, Finger pull hole. Lockable front cover</p> <p>5 pieces Folder, Archfile, A4, 2" spine 2 rings, durable LA mechanism, spine insert metal reinforced edges, Finger pull hole. Lockable front cover</p> <p>5 pieces Folder, Archfile, A4, 3" spine 2 rings, durable LA mechanism, spine insert metal reinforced edges, Finger pull hole. Lockable front cover</p> <p>56 packs Folder, morocco with slide, A4 size, 50pieces/pack, Folder thickness (min.): 0.24mm with durable and reusable sliding plastic grip that can hold up to 30 sheets of 80gsm paper; with embossed border design on the front cover, colors: blue, red, green, yellow and violet</p> <p>52 packs Folder, morocco with slide, Legal size, 50 pieces/pack, Folder thickness (min.): 0.24mm with durable and reusable sliding plastic grip that can hold up to 30 sheets of 80gsm paper; with embossed border design on the front cover, colors: blue, red, green, yellow and violet</p> <p>677 pieces Folder, Vinyl, expanding, legal size, assorted Colors; Expansion size: 1"</p> | |
| <p>Lot 4: Assorted Boxes and Envelopes</p> <p>1,561 pieces Document Holder, Mesh Cloth with zipper, Legal size, color: black & blue</p> <p>23 boxes Envelope, Pay, Kraft, 500 pieces/box, 190mm x 102mm</p> <p>111 boxes Envelope, Documentary, A4 size, 500 pieces/box</p> <p>309 boxes Envelope, Expanding, Kraft with string, Legal size, 100 pieces/box</p> <p>68 boxes Envelope, Mailing, White, 500 pieces/box, width: 105mm (-3mm), Length: 241mm (-3mm)</p> <p>2,187 pieces Envelope, Expanding, Plastic, Pushlock, Legal size, without handle</p> <p>1,178 pieces Envelope, Plastic, Expanding, Legal size with Rubber Strap</p> | |

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| <p>700 pieces Box, File Storage, with overlap cover, 39cmX31cmX27cm; Thickness: 3.50mm, double wall with B-flute</p> <p>20 pieces Box, File storage, plastic with lid, Blue, size: 16-3/4" x 13-3/4" x 10-5/8"H, 2.29mm</p> <p>716 pieces Corrugated Box with string, 29"L x 15"W x 10"H, double wall, with B-flute</p> <p>60 pieces Magazine File, Large size, made of chipboard: 3mm thick; Leatherette paper for outside cover; coated paper for inside cover; Outside Dimension: Width:110mm (min); Height: 265mm (min) Length: 220mm (min); Front of box: with finger ring and provision for label insert; Back end open; standing</p> | |
| <p>Lot 5: Assorted Clips, Staple Wires and Ring Binders</p> <p>2,895 boxes Clip, Backfold, all metal, clamping: 19mm, 12 pieces per box</p> <p>2,456 boxes Clip, Backfold, all metal, clamping: 25mm, 12 pieces per box</p> <p>2,165 boxes Clip, Backfold, all metal, clamping: 32mm, 12 pieces per box</p> <p>641 boxes Clip, Backfold, all metal, clamping: 50mm 12 pieces per box</p> <p>222 pieces Clip, Bulldog (3")</p> <p>2,369 boxes Paper Clip, 33mm, 53.84 grams per box, vinyl coated</p> <p>72 boxes Staple wire for binding stapler, HD3LS10, 10MM</p> <p>20 boxes Staple wire for binding stapler, HD3LS15, 15MM</p> <p>40 boxes Staple wire for binding stapler, HD3LS17, 17MM</p> <p>10 boxes Staple wire for binding stapler, HD3LS20, 20MM</p> <p>30 boxes Staple wire for binding stapler, HD3LS6, 6MM</p> <p>20 boxes Staple wire for binding stapler, HD3LS8, 8MM</p> <p>2,144 boxes Staple wire, standard, #35, Copperwire</p> <p>271 bundles Ringbinder, 12.7mmx1.12mm, plastic, 10pieces/bundle</p> <p>341 bundles Ringbinder, 19mmx1.12mm, plastic, 10pieces/bundle</p> <p>334 bundles Ringbinder, 25mmx1.12mm, plastic, 10pieces/bundle</p> <p>319 bundles Ringbinder, 50mmx1.12mm, plastic, 10pieces/bundle</p> <p>40 bundles Ringbinder, 8mmx1.12mm, plastic, 10pieces/bundle</p> | |

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| <p>Lot 6: Assorted Adhesives and Office Devices</p> <p>70 rolls Tape, Cloth Book, 1-1/2", Black & Blue, 10M minimum</p> <p>68 rolls Tape, Cloth Book, 1", Black & Blue, 10M minimum</p> <p>73 rolls Tape, Cloth Book, 2", Black & Blue, 10M minimum</p> <p>90 rolls Tape, Cloth Book, 3", Black & Blue, 10M minimum</p> <p>188 rolls Tape, Double Sided, 1", without Cushion, 6 meter</p> <p>137 rolls Tape, Double Sided, 1", with Cushion, 6 meter</p> <p>34 rolls Tape, Permanent Outdoor, Mounting, double adhesive, Rubberized, 7/8"x15'</p> <p>488 bottles Glue, All Purpose, 200 gms.</p> <p>174 pieces Glue Gun Stick, Jumbo</p> <p>2 gallon Glue, Padding</p> <p>680 pieces Compact Disk, Rewritable, 650/700MB capacity, with individual plastic case</p> <p>100 pieces Compact Disk, Recordable, 650/700MB capacity, with individual plastic</p> <p>20 pieces Compact Disk, Storage Case, at least 48CDs capacity, plastic</p> <p>1,570 pieces DVD Rewritable with individual plastic case, 4.5GB</p> <p>79 pieces Cutter, retractable, L500, heavy duty</p> <p>92 pieces Puncher, paper, heavy duty, 2 hole, with guide</p> <p>20 pieces Ruler, plastic, 12 inches, 1 piece in individual plastic</p> <p>214 pieces Staple remover, twin jaws</p> <p>48 pieces Staple remover, plier type</p> <p>5 pieces Stapler, binder type, heavy duty</p> <p>151 pieces Stapler, standard type, heavy duty, No. 35 with remover</p> <p>84 pieces Desk tray, 3 layer, wire mesh</p> <p>14 pieces Desk organizer, 9 compartment, metal, black, mesh, desktop</p> <p>165 pieces Flash Drive, 16 GB capacity, 1 piece in individual blister</p> <p>68 pieces Tape Dispenser, heavy duty, for transparent tape 1", tabletop</p> <p>12 pieces Tape Dispenser, heavy duty, for 2" packaging tape</p> <p>626 boxes Paper Fastener, Plastic with 70mm prongs</p> <p>1,393 packs Indicator Tag, with text "Please Sign/Sign Here"</p> <p>1,288 packs Indicator Tag, plain, asstd. Color. 50s</p> <p>285 pads Note pad, stick on, 2 x 2, 100 pieces/pad</p> <p>618 pads Note pad, stick on, 2 x 3, 100 pieces/pad</p> | |

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| <p>62 pads Note pad, stick on, 4 x 6, ruled, 100 pieces/pad</p> <p>90 packs Sticker dots, 3/4" diameter, color: green, red, yellow, blue, orange, 36 dots/pack</p> | |
| <p>Lot 7: Assorted Office Equipment Consumables and Janitorial Supplies</p> <p>90 pieces Ribbon, Carbon C, Nakajima, F746BKSC</p> <p>90 pieces Lift off tape, Olympia F-583</p> <p>27 pieces Ribbon, Compuprint, SP40 plus</p> <p>6 pieces Ribbon cartridge, Dot matrix for ETP-20 Time/Date stamp</p> <p>100 pieces Ribbon for bar Code Printer Zebra, GC420T</p> <p>10 bottles Ink for Trodat automatic stamping machine color-black</p> <p>65 bottles Ink for Trodat automatic stamping machine color-blue</p> <p>142 bottles Stamp Pad ink, violet, w/ applicator, 50ml.</p> <p>87 pieces Stamp Pad, felt pad, 60mmx100mm</p> <p>55 packs Sheet divider, Plastic, A4 size, 10 pieces/pack</p> <p>30 pieces Laminating Film, A4 size, 250 microns, 100 pcs./pack</p> <p>145 pieces Transparency Film, Plain, A4 size</p> <p>5,998 pieces ID Jacket, with string, 3" x 4"</p> <p>226 pieces Certificate Frame, A4 size, Top cover: clear cover, Moulding: Polysterene Frame, 1/2", Backing: Medium Density Fiber, Hanger: Saw Tooth</p> <p>578 pieces Certificate Holder, A4 size, Black/Blue</p> <p>965 packs Battery, size AAA, 2 pieces/pack, heavy duty</p> <p>64 tubes Cutter Blade, 18mm, heavy duty, 10pieces/tube</p> <p>9 gallons Disinfectant Bleaching Solution</p> <p>355 kilos Rags, round, all cotton, white</p> <p>135 packs Trash Bag, XXL, with tie, thickness: 0.02mm</p> <p>30 pieces Bathroom Soap, 25grams</p> <p>72 pouch Detergent Powder, 1kg.</p> <p>22 gallons Hand Sanitizer, unscented</p> <p>8 bottles All Purpose Oil, 120ml</p> <p>10 packs Scouring pad, made of synthetic nylon, 140mmx220mm, 5pieces/pack</p> <p>5 box Facemask, disposable, 100pieces/box, 2-ply</p> <p>9 box Gloves, Latex, Disposable Examination, 100pieces/box, large</p> | |

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____