

## **Section VII. Technical Specifications**

## TECHNICAL SPECIFICATIONS

### ANNEX "A"

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

Item No.	Product Description	Quantity	Unit of Measure	STATEMENT OF COMPLIANCE
<b>LOT 1: GENERAL OFFICE SUPPLIES (Commonly use Office Supplies)</b>				
1	Balikbayan Box (Travel Box) size: 20 x 20 x 20 thickness: 3 ply, 4.5-5 mm	1,000	pieces	
2	Ballpoint Pen, black tip: 0.7 mm with cap	1,000	pieces	
3	Ballpoint Pen, blue tip: 0.7 mm with cap	1,000	pieces	
4	Ballpoint Pen, red tip: 0.7 mm with cap	300	pieces	
5	Board Paper, 220GSM SHORT, 10 sheets	50	set	
6	Copy Paper (Letter size), 80gsm, size: 216mm x 279mm	850	reams	
7	Copy Paper, 120 GSM (Letter size) size: 216mm x 279mm	20	reams	
8	Electric Typewriter Ribbon (Compatible with Olympia Model: Compact 5DM)	30	pieces	
9	Eraser for Electric Typewriter Ribbon (Compatible with Olympia Model: Compact 5DM)	50	pieces	
10	File Tab Divider, assorted colors, made of special board vellum size: 216 x 279mm	200	reams	
11	File/Storage Box with lid *Outside Dimension: Width: 12 Height: 10 Length: 15 Material: *Chipboard: 3mm thick (min) *Leatherette paper for outside cover *Front of the box: with pocket for label insert *Assorted colors, one shade only	300	pieces	
12	File Storage Box with Flip cover, Half size (customize) size: Height: 10" inches, width: 5" inches *Outside Dimension: Width: 5 Height: 10 Length: 15 Material:	500	pieces	

	*Chipboard: 3mm thick (min) *Leatherette paper for outside cover *Front of the box: with pocket for label insert *Assorted colors, one shade only			
13	Folder Thermal Binding Covers, short (1mm or 1.5mm, 1/16") Additional information: *Can fit A4 & 8'5 x 11' *clear binding covers *Heat resistant (Thermal Binding)	500	pieces	
14	Folder Thermal Binding Covers, short (3mm, 1/8") Additional information: *Can fit A4 & 8'5 x 11' *clear binding covers *Heat resistant (Thermal Binding)	500	pieces	
15	Folder Thermal Binding Covers, short (5mm or 6mm, 3/16") Additional information: *Can fit A4 & 8'5 x 11' *clear binding covers *Heat resistant (Thermal Binding)	500	pieces	
16	Folder Thermal Binding Covers, short (12mm, 1/2") Additional information: *Can fit A4 & 8'5 x 11' *clear binding covers *Heat resistant (Thermal Binding)	500	pieces	
17	Folder Thermal Binding Covers, short (15mm, 5/8") Additional information: *Can fit A4 & 8'5 x 11' *clear binding covers *Heat resistant (Thermal Binding)	500	pieces	
18	Folder Thermal Binding Covers, short (21mm, 7/8") Additional information: *Can fit A4 & 8'5 x 11' *clear binding covers *Heat resistant (Thermal Binding)	500	pieces	
19	Sticky Notes/Index Tab with sign here 100 flags(pads) per dispenser Adhesive Strength: Standard Ability: Stick and re-stick  *Adhesive must stick for at least 30 days from the first use *Must be easily removed from pad/surface without adhesive transfer	900	packs	
20	Note Pad, stick on, cube (2" x 2") min	400	pads	

	400 sheets per cube Adhesive Strength: Standard Ability: Stick and re-stick  *Adhesive must stick for at least 30 days from the first use *Must be easily removed from pad/surface without adhesive transfer			
21	Note Pad, stick on, Lined (4" x 6") min 100 sheets per pad 5 pads per pack Adhesive Strength: Standard Ability: Stick and re-stick  *Adhesive must stick for at least 30 days from the first use *Must be easily removed from pad/surface without adhesive transfer	450	pads	
22	Index Card, PLAIN/Blank, white (5" x 8"), 14pt., thick, 100 sheets	100	pack	
23	Index Card, RULED, white (5" x 8"), 14pt., thick, 100 sheets	50	pack	
24	Permanent Marker, Gold Tip: Broad type	50	pieces	
25	Permanent Marker, Silver Tip: Broad type	50	pieces	
26	Photo Paper, MATTE, A4, 10 sheets, white	70	set	
27	Photo Sticker Paper A4, Glossy, 150gsm	70	set	
28	Rubber Band #16, 350 grams	20	boxes	
29	Sign Pen, GREEN, liquid/gel ink, 0.5mm	200	pieces	
30	Sticker Paper, Matte, A4, 10 sheets, white, 80 gsm	70	set	
31	Sticker Paper, Glossy, A4, 10 sheets, white, 80 gsm	70	set	
32	Time Card (US Tagboard) 100 pieces per bundle/pack	150	bundle	
33	Manual Typewriter Ribbon (compatible with Olympia T.W) color: black nylon	10	spools	
34	Specialty Paper (Ivory), 170GSM, size: 8.5 x 13 inches, 10 sheets per pack	20	packs	
35	CDR-W, speed: 4x 700MB (with or without case)	90	pieces	
36	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min (minus)	70	pieces	
37	Flash Drive 8gb, USB 3.0 With built-in USB interface cover (e.g. Swivel, slide/retractable type) With carrying strap (neck/wrist)	170	pieces	

38	Flash Drive 32gb, USB 3.0 With built-in USB interface cover (e.g. Swivel, slide/retractable type) With carrying strap (neck/wrist)	277	pieces	
39	Keyboard, USB type with numeric keypad, rounded edge keycaps	50	units	

Item No.	Product Description	Quantity	Unit of Measure	STATEMENT OF COMPLIANCE
<b>LOT II: CONSUMABLES (Commonly Use Consumable Inks and Toner)</b>				
1	Drum Cart, Brother DR-261CL	10	drums	
2	Ink Cart, Brother BT 5000C (Cyan)	20	cart	
3	Ink Cart, Brother BT 5000M (Magenta)	20	cart	
4	Ink Cart, Brother Ink BT 5000Y (Yellow)	20	cart	
5	Ink Cart, Brother BT 6000BK (Black)	25	cart	
6	Ink Cart, Brother LC39BK (black)	10	cart	
7	Ink Cart, Brother LC39C (cyan)	10	cart	
8	Ink Cart, Brother LC39M (magenta)	10	cart	
9	Ink Cart, Brother LC39Y (yellow)	10	cart	
10	Ink Cart, Canon PGI-35 (Black)	110	cart	
11	Ink Cart, Canon CLI-36 (Colored)	110	cart	
12	Ink Cart, Canon PG 750 Black	25	cart	
13	Ink Cart, Canon CLI-751 Cyan	20	cart	
14	Ink Cart, Canon CLI-751 Magenta	20	cart	
15	Ink Cart, Canon CLI-751 Yellow	20	cart	
16	Ink Cart, HP CN053AA (932B XL), Black	155	cart	
17	Ink Cart, HP CN054AA (HP 933C XL), Cyan	150	cart	
18	Ink Cart, HP CN055AA (HP 933M XL), Magenta	150	cart	
19	Ink Cart, CN056AA (HP 933Y XL), Yellow	150	cart	
20	Toner Cart, Brother, 261 (Black)	10	cart	
21	Toner Cart, Brother, 261 (Cyan)	10	cart	
22	Toner Cart, Brother, 261 (Magenta)	10	cart	
23	Toner Cart, Brother, 261 (Yellow)	10	cart	
24	Toner Cart, Brother DR 2255	5	cart	
25	Toner Cart, Brother DR 2355	6	cart	
26	Toner Cart, Brother TN 2360	8	cart	
27	Toner Cart, Sharp toner cartridge MX-237GT, to ensure compatibility with photocopier AR6023N (Serial No. 73013173)	5	cart	
28	Waste Toner, Brother WT-220CL Bottle	8	cart	

**Other Terms and Conditions:**

	Statement of Compliance
All printer inks and toners should be brand new, original, and genuine.	

In the event that the model indicated in the technical specifications has reached its end of life, original replacements will be accepted.	
No re-manufactured, refilled, or compatible printer inks and toners will be accepted.	
The Letter of Authenticity or Manufacturer's Certification or Reseller's Certificate shall be submitted by the bidder declared as the Lowest Calculated Bidder (LCB) as a post-qualification requirement.	

I hereby commit to comply and the deliver all of the above requirements in accordance with the above-stated schedules

\_\_\_\_\_  
*Name of  
Company/Bidder*

\_\_\_\_\_  
*Signature over Printed Name of  
Representative*

\_\_\_\_\_  
*Date*