



TECHNICAL SPECIFICATIONS

I. PROJECT TITLE

Procurement of various Office Supplies for use of the Undersecretary
Administration and Finance

II. PURPOSE/OBJECTIVE:

- Supplier/ Service Provider must be PhilGEPS registered:
- Must be delivered to the Office
- Must agree to Government Procurement and Send Bill Arrangement

III. MINIMUM REQUIREMENTS FOR SUPPLIERS:

Lot	Item/Particulars	Approved Budget for the Contract (ABC)
01	Sign Pen 96 Pieces 1.0 Board Tip 0.6mm writing width V10 Grip Hi – Techpoint rollerball pen Color : Black	Php 7,071.36
02	Sign Pen 60 Pieces 1.0 Board Tip 0.6mm writing width V10 Grip Hi – Techpoint rollerball pen Color : Blue	Php 4,419.60
03	Drawing Pen 96 Pieces 0.4 Line drawing pen Color: Black	Php 7,423.68
04	Drawing Pen 96 Pieces 0.7 Line drawing pen Color: Black	Php 7,263.36
03	Paper Cutter 1 Pieces Base: Wood Size : 12 x 15	Php 1,431.00
05	Vellum Board Paper 50 pack (10's per pack) 220GSM Size: Long/ Legal Color: White	Php 2,150.00
06	Vellum Board Paper 50 pack (10's per pack) 220GSM	Php 2,133.00

	Size: A4 Color: White	
07	Bond Paper 1 Ream 70 GSM Size: A4 Color : White	Php 601.00
08	Ring Binder Machine 1 Unit Binding ability: 450 sheet 80 GSM Number of holes: 21 Siding of holes spacing: 2.5 – 6.5mm Color: white, gray, black	Php 6,625.30
09	Plastic Ring (21 Holes) 1 Box 21 holes PVC comb binding 150 sheets capacity	Php 204.00
10	Binding Cover PVC 1 pack (100 sheet) Size: A4 200 Microns Color: Transparent/ Clear	Php 371.66
11	Binding Cover PVC 1 pack (100 sheet) 200 Microns Size: Long Color: Transparent/ Clear	Php 408.33
12	Binding Cover Paper 1 Pack (100 Sheets) 230 GSM Size A4 Color : Any Color	Php 528.00
13	Binding Cover Paper 1 Pack (100 Sheets) 230 GSM Size Long Color : Any Color	Php 578.66
14	Twin CD Marker pen 48 pieces 1.0 MM 0.4 MM Color : Black	Php 2,575.68
15	Assorted Tape Flags 30 packs Size 11mm Color: Assorted Color	Php 7,549.80
16	Assorted Tape Flags 30 Tabs Tab Size 25mm Color: Assorted Color	Php 3,570.00
17	Sign Here Flags 60 Tabs Sign Here Message	Php 10,800.00

	Dispenser: Yes Tab Size: 25mm	
18	Metal Wire Mesh Waste Bin 4 Pieces Size: medium Color: Black	Php 1,272.00
19	Interfold Paper Towel 25 packs (Pack of 6) 100% Virgin Pulp 175 Pulls 1 Ply Color : White	Php 6,826.75
	TOTAL	Php 73,803.18

IV. DELIVERABLES:

- Delivery is at least seven (14) working days from the date of receipt of the signed/funded Purchase Order (PO).

V. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUND

- The approved Budget for the Contract (ABC) is **Seventy-Three Thousand Eight Hundred Three and 18/100.**

VI. Terms of Payment

- Government Terms

VII. PROJECT OFFICER/CONTACT PERSON

- **Hiyasmin R. Yalong**
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APPROVED BY:

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