



## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

Purchase and Delivery of Consumables/Common-office Supplies.

### II. SERVICE PROVIDER MINIMUM REQUIREMENTS:

- Supplier/Service Providers must be Philgeps registered.
- The supplier must be duly established in the Philippines and must have experience in producing and supplying the items, and at least three (3) years of service to ensure reliability and product quality assurance.
- The Supplier must be delivered the products at The New DOT Building, 351 Senator Gil Puyat Avenue Makati City.

### III. MINIMUM SPECIFICATIONS:

Unit	Item Description	Quantity
ream	PAPER,MULTICOPY, A4, 80 gsm Substance 24	1325
roll	Tape Masking, width: 24mm	133

### IV. DELIVERY PERIOD:

Delivery is seven (7) calendar days upon receipt of the approved Purchase Order (PO).


### V. APPROVED BUDGET OF THE CONTRACT AND SOURCE OF FUNDS:

The Approved Budget for the Contract (ABC) is Three Hundred Eighty-four Thousand Five Hundred Thirty-six pesos ( **Php 384,536.00**) only including delivery charges, expenses, and applicable government taxes, chargeable against CY 2023 Support to Operations of Various offices – DOT Central Office.


**VI. TERMS OF PAYMENT**

Payment shall be made via send bill arrangements based on the actual items delivered not to exceed the total ABC for the project.


**VII. PROJECT OFFICER/CONTACT PERSON:**

  
**JENNIFER M. TUMLOS**  
Supply and Property Section  
General Services Division

**NOTED BY:**

  
**ROLANDO A. BAUTISTA**  
Chief, Administrative Officer  
General Services Division

**APPROVED BY:**

  
**ATTY. JOVENCIO M. ZARAGOZA**  
Director, Administrative Service