

TECHNICAL SPECIFICATIONS

Procurement of Office Supplies and Equipment

I. Project

Procurement of Office Supplies and Equipment.

II. Purpose / Objective

To be used during Budget Hearings on FY 2025 Budget Proposal in Both Houses of Congress.

III. Minimum Requirements

1. Willing to provide services on a send bill arrangement.
2. Must be PhilGeps registered.
3. The item must be delivered 5 to 10 working days after the approval of Purchase Order at 351 Department of Tourism Bldg., Sen Gil Puyat Ave., Makati City.
4. The item must be brand new.
5. The item (equipment) must have at least 6-months warranty.

IV. Scope of Deliverable

A. Lot 1 - Office Supplies

	ITEMS	UNIT
1.	A4 Bond Paper 80 gsm	20 Reams
2.	Metal Binder Rings (100 pcs/set) various sizes Dimension: 10 pcs.- 2 inches 15 pcs.- 1.5 inches 75 pcs.- 1 inch	100 pcs.
3.	Spiral Coils for Binding Diameter: 24mm (10 pcs/pck)	10 packs
4.	4-Hole Ring Binding Stationery File Hole Clip A4 size	100 pcs.
5.	Plastic Ring Binder (A4 size, 21 holes) (10 pc/pack)	10 packs
6.	Clear PVC Binding Cover A4 (100 sheets/pack)	2 packs.
7.	A4 size Sticker Papers 80 gsm (10 sheet/pack)	10 packs
8.	Binder/Folder Organizer (Box Type) Collapsible Storage Box with Lid Dimension: 10Hx12Wx14.5L	30 pcs.
9.	Ballpens	
	a. Blue	5 box
	b. Black	5 box
10.	Double Sided Tape Dimension: 4x10x10 cm Weight: 90 g	20 rolls
11.	A4 Folder (color red)	400 pcs.
12.	Cardboard Paper (Vellum board)(10 pcs/pack) 180 gsm	500 packs
13.	Binder Dividers Insertable Multicolor Tabs Index Flag Maker (Weight: 80 g)	400 pcs.

B. Lot 2- Laser Jet Printer, Laser Jet Printer's Ink, Label Printer and Binding Machine

	ITEMS	UNIT
1.	Laser Jet Printer	1 unit
	Specifications:	
	Compatible with Print, Scan, Copy	
	Print speed up to 31 ppm	
	Auto 2 sided (Duplex) printing 2.7	
	WiFi Direct, LAN, USB connection	
	Full capacity toner included, Yield up to 6,500 pages black or colour	
	With 6 months standard warranty	
2.	Laser Jet Printer Ink Toner (Black and Color Ink/Toner)	3 sets
3.	Label Printer	1 unit
	Specifications:	
	One-touch keys for easy label creation	
	Graphical LCD display	
	Print up to 12mm TZe laminated tapes width	
	With at least 6 months warranty	
4.	Spiral Coil Binding Machine	1 unit
	Specifications:	
	40 holes 3:1 pitch	
	Compatible to short, A4, long and F size of bond paper	
	Heavy duty	
	Material Type: Steel	
	Punching Type: Manual	
	Color: Metallic Silver or Black	
	With at least 6 months warranty	

V. Total Budget

Two Hundred Nineteen Thousand Two Hundred Forty-Three and 32/100 (Php219,243.32), inclusive of applicable taxes and other charges.

Chargeable against Legislative Liaison Unit's GAA Funds 2024.

VI. Project Officer

Contact Person:

Leadel R. Meneses

Office:

Legislative Liaison Unit

Contact Number:

(+63 2) 8459-5200 (loc. 304) | +63 966 230 0227


Email address:

llu@tourism.gov.ph

Prepared by:


LEADEL R. MENESES
Senior Tourism Operations Officer
Legislative Liaison Unit

Approved by:


ATTY. JENNIFER A. OLBA
OIC-Director, Legal Affairs Service and
Legislative Liaison Unit