



## TECHNICAL SPECIFICATIONS

### I. PROJECT TITLE

Purchase and Delivery of Other Supplies and Materials.

### 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 deliver the products at The New DOT Building, 351 Senator Gil Puyat Avenue Makati City.

### III. MINIMUM SPECIFICATIONS:

Unit	Item Description	Quantity
<b>Unit</b>	<b>Heavy Duty Paper Shredder</b>	3
	<b>Specification:</b>	
	Dimension : 450 x 325 x 675mm	
	Throat Width : 310m	
	Sheet capacity: 12 (A4); 8 (A3)	
	Jam Prevention Features: 100% Jam Proof Sys.	
	Noise Features: Silent Shred	
	Speed (Feet per Minute) : 10	
	Run Time : Up to 30 Min.	
	Bin Capacity (gallons) : 9	
	Cut Size (inches): 5/32" x 1-1/2"	
	Cut Type : Cross-Cut	
	Basket Type: Pull-out Bin	
	Accept Clips, Staples, Credit cards and CDs w/ Caster	
<b>Piece</b>	<b>Paper/Ream Cutter Heavy Duty</b>	3
	<b>Specification:</b>	

	Size : A4/A3	
	Heavy duty and easy to use.	
	Can Cut one (1) whole Ream at the same time.	
<b>Piece</b>	<b>Magnifying Glass</b>	<b>7</b>
	Magnifications: 5 Times	
	Size : 23 x 122mm	
	Built-in magnifying eye for extra close inspection.	
	Comfortable handle	

**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 Eighty-one Thousand Two Hundred Fifty pesos ( **Php 81,250.00**) only including delivery charges, expenses, and applicable government taxes, chargeable against CY 2024 Supplies and Materials of General Services Division.


**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.

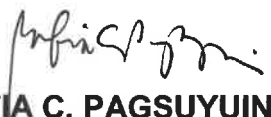
**VII. PROJECT OFFICER/CONTACT PERSON**

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

**NOTED BY:**

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

**APPROVED BY:**

  
**SOFIA C. PAGSUYUIN**  
 OIC-Director, Administrative Service