

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 - Common 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	10 set
3.	A4 size Sticker Papers 80 gsm (10 sheet/ pack)	20 packs
	Sign Pens (1.0 Board Tip, 0.6mm writing width) V10 Grip Hi-Tech point rollerball pen	
4.	a. Blue	120 pcs
5.	b. Black	120 pcs
6.	Double Sided Tape Dimension: 4x10x10 cm Weight: 90 g	20 rolls
7.	A4 Folder (color red)	400 pcs.
8.	Cardboard Paper (A4 size Vellum board) (10 pcs/ pack) 220 GSM	500 packs

B. Lot 2 - Binding Supplies and Organizer

	ITEMS	UNIT
1.	Spiral Coils for Binding Diameter: 24mm (10 pcs/ pack)	10 packs
2.	4-Hole Ring Binding Stationery File Hole Clip A4 size	100 pcs.
3.	Plastic Ring Binder (A4 size, 21 holes) (10 pc/ pack)	10 packs
4.	Clear PVC Binding Cover A4 (100 sheets/ pack)	2 packs.
5.	Binder/Folder Organizer (Box Type) Collapsible Storage Box with Lid Dimension: 10Hx12Wx14.5L	30 pcs.
6.	Binder Dividers Insertable Multicolor Tabs Index Flag Maker (Weight: 80 g) A4 size	400 pcs.

C. Lot 3- Laser Jet Printer, Laser Jet Printer's Ink, Label Printer, and Binding Machine

	ITEMS	UNIT
1.	Laser Jet Printer	1 unit
	Specifications:	
	<ul style="list-style-type: none">• High productivity Colour LED Multi-Function Centre with Wireless Connectivity and Automatic 2-Sided Printing• Compatible with Print, Scan, Copy• Print speed up to 30 ppm (Mono/Colour)	

	<ul style="list-style-type: none"> • Auto 2-sided (Duplex) • WiFi Direct, LAN, USB connection 	
	<ul style="list-style-type: none"> • Full capacity toner included, Yield up to 3,000 pages on black print, and 2,300 pages on color print 	
	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.	TZe Laminated tapes (various sizes)	
	TZE-211 (6mm)	3
	TZE-221 (9mm)	3
	TZE-231 (12mm)	3
5.	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

Lot 1 Total Budget:

Seventy-seven Thousand Seven Hundred Thirty-Six Pesos and 20/100 (PhP77,736.20)

Lot 2 Total Budget:

Sixty-Three Thousand Three Hundred Forty-Four Pesos and 26/100 (PhP63,344.26)

Lot 3 Total Budget:

One Hundred Nine Thousand Eight Hundred Eighty-Five Pesos and 30/100 (PhP109,885.30)

Inclusive of applicable taxes and other charges.

Chargeable against Legislative Liaison Unit's GAA Funds 2024.

VI. Project Officer

Contact Person:

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