

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 within seven (7) 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 - 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 21 ppm (Mono/Colour)	
	• Automatic 2-sided (Duplex) on printing and scanning	
	• WiFi Direct, LAN, USB connection	
	With 6 months standard warranty	
2.	Laser Jet Printer Ink Toner (Black and Color Ink/Toner)	
	Laserjet Toner- Cyan	2 pc.
	Laserjet Toner- Magenta	2 pc.
	Laserjet Toner- Yellow	2 pc.
	Laserjet Toner- Black	2 pc.
3.	Label Printer	1 unit
	Specifications:	
	Print up to 5 lines	
	Print Resolution 180 dpi	
	16 Character x 2 line display	
	Print up to 18mm TZe laminated tapes width	
	With at least 6 months warranty	
4.	TZe Laminated tapes (various sizes)	
	TZE-211 (6mm)	3 pc.
	TZE-221 (9mm)	3 pc.
	TZE-231 (12mm)	3 pc.
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: Any color (White/Black/Metallic Silver)	

	With at least 6 months warranty	
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V. Total Budget

Lot 1 Total Budget:

One Hundred Nine Thousand Eight Hundred Eighty-Six Pesos and 10/100 (PhP109,886.10)

Inclusive of applicable taxes and other charges.

Chargeable against Legislative Liaison Unit's GAA Funds 2024.

VI. Project Officer

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Prepared by:

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ATTY. JENNIFER A. OLBA

OIC-Director, Legal Affairs Service and Legislative Liaison Unit