

## TECHNICAL SPECIFICATIONS

Bidders must state “**Comply**” in the column “**Statement of Compliance**” against each of the individual parameters of each “Specifications.”

<i>No.</i>	<i>Product Description</i>	<i>Quantity</i>	<i>Unit of Measure</i>	<i>STATEMENT OF COMPLIANCE</i>
<b>Office Equipment and Accessories</b>				
1	Electric Typewriter Ribbon Model: Compact 5DM	40	pieces	
2	Eraser, Electric Typewriter Ribbon Model: Compact 5DM	50	pieces	
3	Typewriter Ribbon, Manual (Olympia T.W.- Black Nylon)	10	spools	
<b>Office Supplies</b>				
1	Balikbayan Box (Travel Box), L=21” W=20.5” H=21”	1,100	pieces/boxes	
2	Ballpoint pen 0.7mm (Black), 5.5” in height with cover	4,100	pieces	
3	Ballpoint pen 0.7mm(Blue), 5.5” in height with cover	3,500	pieces	
4	Ballpoint pen 0.7mm (Red), 5.5” in height with cover	1,450	pieces	
5	Board Paper, 220 GSM Short, 10 sheets	495	sets	
6	Copy Paper (Letter size), 80 GSM Size: 216 x 297 mm	1,500	reams	
7	Copy Paper (short), 120 GSM Size: 219 x 297mm	414	reams	

8	Correction Fluid, water based brush type (20ml)	413	pieces	
9	File Tab Divider, assorted colors, made of special board vellum Size: 216 x 297mm	50	reams	
10	File/Storage Box with Flip Cover, Half size (customize) Size: Length=15 ½ in. (40cm), Width = 5 ½ in.(14 ½ cm.)	1,000	pieces	
11	File/Storage Box with Cover, Legal size, Size: Length=15 ½ in. (40cm), Width = 11 ½ in.(28 ½ cm.)	500	pieces	
12	Folder Thermal Binding Covers, short (1mm, 1/16")	600	pieces	
13	Folder Thermal Binding Covers, short (3mm, 1/8")	600	pieces	
14	Folder Thermal Binding Covers, short (5mm, 3/16")	600	pieces	
15	Folder Thermal Binding Covers, short (12mm, 1/2")	1,000	pieces	
16	Folder Thermal Binding Covers, short (15mm, 5/8")	600	pieces	
17	Folder Thermal Binding Covers, short (21mm, 7/8")	600	pieces	
18	Folder Thermal Binding Covers, short (24mm, 1")	600	pieces	
19	Folder Thermal Binding Covers, A4 (1mm, 1/16")	600	pieces	

20	Folder Thermal Binding Covers, A4 (3mm, 1/8")	600	pieces	
21	Folder Thermal Binding Covers, A4 (5mm, 3/16")	600	pieces	
22	Folder Thermal Binding Covers, A4 (12mm, 1/2")	600	pieces	
23	Folder Thermal Binding Covers, A4 (15mm, 5/8")	600	pieces	
24	Folder Thermal Binding Covers, A4 (21mm, 7/8")	600	pieces	
25	Folder Thermal Binding Covers, A4 (24mm, 1")	600	pieces	
26	Folder Thermal Binding Covers, Legal size (1mm, 1/16")	600	pieces	
27	Folder Thermal Binding Covers, Legal size (3mm, 1/8")	600	pieces	
28	Folder Thermal Binding Covers, Legal size (5mm, 3/16")	600	pieces	
29	Folder Thermal Binding Covers, Legal size (12mm, 1/2")	840	pieces	
30	Folder Thermal Binding Covers, Legal size (15mm, 5/8")	600	pieces	
31	Folder Thermal Binding Covers, Legal size (18mm, 3/4")	840	pieces	
32	Folder Thermal Binding Covers, Legal size (21mm, 7/8")	600	pieces	

33	Folder Thermal Binding Covers, Legal size (24mm, 1")	600	pieces	
34	Index Card PLAIN/Blank, white (5"x 8") 14pt. thick, 100 sheets	440	packs	
35	Index Card, RULED, white (5"x 8"), 14pt. thick, 100 sheets	260	packs	
36	Push Pins, ½" heads with 3/8" points, 100 pcs./box	177	boxes	
37	Paste 200 grams, Dimension: 8 x 8x 8cm, 220 grams	527	bottles	
38	Pencil Sharpener, 1 hole plastic round	237	pieces	
39	Permanent Marker, GOLD, Medium Point Marker	170	pieces	
40	Permanent Marker, SILVER, Medium Point Marker	150	pieces	
41	Photo Paper, MATTE, A4, 10 sheets, white	400	sets	
42	Photo Sticker Paper, A4, Glossy, 150gsm	600	sets	
43	High end adhesive, strong Sticky Notes (with sign here), 11mm x 43mm	1,500	packs	
44	High end Sticky Notes (2x2), cube, 47.6mm x 47.6 mm	1,500	pads	
45	High end Sticky Notes (4 in. x 6 in.), Ruled, 102mm x 153mm	1,500	pads	
46	Rubber Band #16, 350 gms (small)	106	boxes	

47	Sign Pen, GREEN, liquid/gel ink, 0.5 mm	970	pieces	
48	Spiral Ring Binder, plastic, black 6mm (1/4")	600	pieces	
49	Spiral Ring Binder, plastic, black 6mm (1/2")	600	pieces	
50	Spiral Ring Binder, plastic, black 20mm (3/4")	600	pieces	
51	Spiral Ring Binder, plastic, black 25mm (1")	600	pieces	
52	Stamp Pad Ink (BLACK), 50ml	60	bottles	
53	Stamp Pad Ink (BLUE), 50ml	60	bottles	
54	Stamp Pad Ink (RED), 50ml	60	bottles	
55	Sticker Paper, MATTE,A4, 10 sheets (HIGH QUALITY)	800	sets	
56	Sticker Paper, GLOSSY, A4, 10 sheets	800	sets	
57	Time Card (US Tag Board), 100 pieces	150	bundles	
<b>Paper Materials and Products</b>				
1	Specialty Paper (Ivory), 170GSM, Size: 8.5 x 13 in., 10 sheets/pack	24	packs	
2	Parchment Paper,85gsm,10's size: 8 1/2" x 11"	175	packs	

3	Colored Paper, Assorted/multicolored, size: 216mm x 280mm	10	reams	
<b>COMPUTER SUPPLIES</b>				
1	CDR, 80 min/700MB, 48X	400	pieces	
2	CDR-W, speed: 4x 700 MB	600	pieces	
3	DVD-R, 4.7GB Capacity, 16x Write speed	700	pieces	
4	DVD-Rewritable, Speed: 4x min., 4.7GB capacity min	72	pieces	
5	Flash Drive 8gb, USB 2.0	300	pieces	
6	Flash Drive 32gb, USB 2.0	728	pieces	
7	Keyboard, USB type with numeric keypad, rounded edge keycaps	217	pieces	
<b>CONSUMABLES</b>				
1	Drum Cart, Brother DR- 261CL	15	drums	
2	Ink Cart, Brother BT 5000C(Cyan)	60	Cart.	
3	Ink Cart, Brother BT 5000M (Magenta)	60	Cart.	
4	Ink Cart., Brother Ink BT 5000Y(Yellow)	60	Cart.	

5	Ink Cart, Brother BT 6000BK (Black)	72	Cart.	
6	Ink Cart, Brother LC39BK (Black)	10	Cart.	
7	Ink Cart, LC39C (cyan)	10	Cart.	
8	Ink Cart, LC39M (Magenta)	10	Cart.	
9	Ink Cart, Brother LC39Y(yellow)	10	Cart.	
10	Ink Cart., Canon PGI-5BK (black)	72	Cart.	
11	Ink Cart., Canon CLI-8C (Cyan)	60	Cart.	
12	Ink Cart., Canon CLI-8M (magenta)	60	Cart.	
13	Ink Cart., Canon CLI-8Y (yellow)	72	Cart.	
14	Ink Cart., Canon PGI-35 (black)	300	Cart.	
15	Ink Cart., Canon CLI-36 (Colored)	760	Cart.	
16	Ink Cart., Canon PG-750 (Black)	30	Cart.	
17	Ink Cart., Canon CLI-751 (Cyan)	30	Cart.	

18	Ink Cart., Canon CLI-751 (Magenta)	30	Cart.	
19	Ink Cart., Canon CLI-751 (Yellow)	30	Cart.	
20	Ink Cart, HP CZ637AA (HP46), Black	6	Cart.	
21	Ink Cart, HP CZ638AA (HP46), Tri-color	6	Cart.	
22	Ink Cart, HPC9362WA (HP92)	6	Cart.	
23	Ink Cart, HPC8766WA (HP95), Tri-color	6	Cart.	
24	Fujifilm Maintenance Cartridge DX100	60	Cart.	
25	Ink Cart., Fujifilm DX100, BLACK	120	Cart.	
26	Ink Cart, Fujifilm, DX100, CYAN	120	Cart.	
27	Ink Cart, Fujifilm, DX100, MAGENTA	120	Cart.	
28	Ink Cart, Fujifilm, DX100, YELLOW	120	Cart.	
29	Ink Cart, Fujifilm, DX100, SKYBLUE	120	Cart.	
30	Ink Cart, Fujifilm, DX100, PINK	120	Cart.	
31	Ink Cart, HP (M0H57AA) GT51 (Black)	40	Cart.	
32	Ink Cart, HP (M0H55AA) GT52 (Cyan)	40	Cart.	



33	Ink Cart, HP (M0H55AA) GT52 (Magenta)	40	Cart.	
34	Ink Cart, HP (M0H55AA) GT52 (Yellow)	40	Cart.	
35	Ink Cart, HP CN057AA (HP932B)	500	Cart.	
36	Ink Cart, HP CN055AA (HP933C,XL,) Cyan	450	Cart.	
37	Ink Cart, HP CN055AA (HP933M,XL,) Magenta	450	Cart.	
38	Ink Cart, HP CN055AA (HP933Y,XL), Yellow	450	Cart.	
39	Toner Cart, Brother 261 (Black)	20	Cart.	
40	Toner Cart, Brother 261 (Cyan)	20	Cart.	
41	Toner Cart, Brother 261 (Magenta)	20	Cart.	
42	Toner Cart, Brother 261 (Yellow)	20	Cart.	
43	Toner Cart, Brother TN-2260	10	Cart.	
44	Toner Cart, Brother DR-2255	10	Cart.	
45	Toner Cart, Brother DR-2355	20	Cart.	

46	Toner Cart, Brother TN-2360	24	Cart.	
47	Toner Cart, Sharp AR6023 (MX237GT)	15	Cart.	
48	Waste Toner, Brother WT-220CL Bottle	8	bottles	
<b>LIGHTING, FIXTURES AND MATERIALS</b>				
1	Compact Fluorescent Lamp (18 watts), cool daylight	30	pieces	
2	Compact Fluorescent Lamp (23 watts), cool daylight	30	pieces	
<b>NOTHING FOLLOWS</b>				

I hereby commit to comply and the deliver all of the above requirements in accordance with the above-stated schedules

\_\_\_\_\_  
*Name of Company/Bidder*

\_\_\_\_\_  
*Signature over Printed Name of Representative*

\_\_\_\_\_  
*Date*