

Section VII. Technical Specifications

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

Supply and Delivery of Non - Common-use Supplies for the PCO FY 2025 (Early Procurement Activity) (Procurement/Contract No. 2025-EPA-002)			
Item No.	Item Description	Qty	Statement of Compliance
1.0	3-Layer File Tray Material: metal • Heavy duty Color: Black • Fits long paper size Packaging: Individually wrap to prevent against damage	60 pcs	
2.0	Balikbayan Box, 20x20x20 Material: Corrugated, double wall, 5 ply Dimension: L20 x W20 x H20 inches Thickness: 6 -7 mm Supported Weight (min): 50kg Packaging: Individual wrap to prevent against damage	215 pcs	
3.0	Balikbayan Box, 23x23x23 Material: Corrugated, double wall, 5 ply Dimension: L23 x W23x H23 inches Thickness: 6 -7 mm Supported Weight (min): 50kg Packaging: Individual wrap to prevent against damage	300 pcs	
4.0	Ballpen, black • Ballpoint Pen Ink Color: black Tip: 0.5mm Type: Retractable or with cap Packaging: 12 pieces per box or standard packaging of the manufacturer	5,000 pcs	

5.0	Ballpen, blue <ul style="list-style-type: none"> • Ballpoint Pen Ink Color: blue Tip: 0.5mm Type: Retractable or with cap Packaging: 12 pieces per box or standard packaging of the manufacturer	5,000 pcs	
6.0	Battery Charger <ul style="list-style-type: none"> •For Rechargeable batteries •Charges 2 or 4 AA or AAA batteries at a time •Charge only with standard Nickel-metal hydride (Ni-MH) batteries •Automatic switch on and off •With audio and light charging status indicators •Bad Battery Detection Alert Color: Black Plug Type: Type A Dimensions (mm):116 x 70 x 50 (H x L x W) •Universal Voltage 100-240V AC, 50/60Hz Packaging: Brand and details shall be printed on the packaging of the item	15 units	
7.0	Binder Folder, 3-Ring <ul style="list-style-type: none"> • 3-inch side thickness • Clearsheet protector • Can fit Legal size paper Size: Legal	50 pcs	
8.0	Board Paper, A4 <ul style="list-style-type: none"> • Vellum Board Paper Grammage: 220gsm Size: A4 Color: White Packaging Size: 10 sheets per pack	280 packs	

9.0	Board Paper, Letter • Vellum Board Paper Grammage: 220gsm Size: Letter Color: White Packaging Size: 10 sheets per pack	50 packs	
10.0	Bubble Wrap Size: 20 inches (W) x 50 meters (L) Color: white • 2-ply Packaging: Individually wrapped	3 rolls	
11.0	Bundy Clock Ribbon Dual Color: Black and Red Compatible with Iwata Time Recorder Packaging: Individually box	12 boxes	
12.0	Cable Tie Size: 7.6 x 450 mm Color: Black only Packaging: 100 pieces per pack	30 packs	
13.0	Cardstock Paper Size: Letter or 8.5 x 11 inch Color: Yellow Grammage: 200gsm Packaging: 100 sheets per ream/pack	10 packs	

14.0	Cartolina Size (-3mm): 572mm x 724mm Color: White Grammage (min.): 100gsm Packaging: Ten (10) pieces per pack, should be wrapped in a kraft paper to avoid dust/damage (do not fold or roll)	50 pcs	
15.0	Certificate (Diploma) Frame Size: A4 Color: blue only Frame: PVC frame with glass <ul style="list-style-type: none"> • With wall hanger and stand • Fits A4 size paper/certificate Packaging: Individually wrap to prevent against scratches	4,000 pcs	
16.0	Certificate Holder Size: A4 Color: blue only <ul style="list-style-type: none"> • With flap to prevent certificates from falling off • With 2 hangers for portrait and landscape orientations Packaging: Individually wrap to prevent against scratches	500 pcs	
17.0	Clipboard with Cover Size: Legal Color: Black Material: Plastric, Polypropylene Foam Fastener Material: Metal <ul style="list-style-type: none"> • Double Clip (vertical and horizontal) Packaging: Individually packed to prevent against dust and damage	50 pcs	

18.0	Colored Paper <ul style="list-style-type: none"> • Assorted pastel colors Size: 8.5x 11" Letter Substance: 24 (80gsm) Packaging: 250 sheets per ream	8 reams	
19.0	Dater Stamp, mini <ul style="list-style-type: none"> • Black Ink only • Four band date and 12 year band Date Format: MMM-DD-YYYY <ul style="list-style-type: none"> • Self-inking stamp pad • With locking Mechanism • With removable and refillable ink pad, single color Packaging: One (1) piece, individually box	20 pcs	
20.0	Dishwashing Liquid <ul style="list-style-type: none"> • 500ml • Bottle with pump • Can remove grease, fats and oils • Effectively kills germs and bacteria from dishes, pots, pans, and other kitchen utensils • Mild and gentle to the hands • Assorted variants (ex. Lemon, Kalamansi, Anti-bac, etc.) Packaging: Individually wrapped to avoid leakage	120 bottles	
21.0	Disposable Gloves <ul style="list-style-type: none"> • Synthetic vinyl Color: blue only Size: Large <ul style="list-style-type: none"> • Latex-free and Powder Free • Heavy Duty Packaging: 100 pcs/box	5 boxes	

22.0	Door Hasp Size (min): 4 inches Material: Stainless Steel Color: Silver • Stainless safety hasp Packaging: Individually packed	18 pcs	
23.0	Eco bag, Sando bag type • Eco Sando Bag Size: Small: 10W x 15.5H x 5.5D inches Material: Non-woven fabric Color: Plain Blue • Made of recyclable, non-toxic, allergy-free and non-reactive to human skin Capacity: can carry at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150 pcs	
24.0	Eco bag, Sando bag type • Eco Sando Bag Size: Large: 13.5W x 23.5H x 7D inches Material: Non-woven fabric Color: Plain Blue • Made of recyclable, non-toxic, allergy-free and non-reactive to human skin Capacity: at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage	150 pcs	

25.0	<p>Eco bag, Shoulder bag type</p> <ul style="list-style-type: none"> • Expandable Shoulder Bag <p>Size: Jumbo or L20 x H16 x 8 Gusset inches Material: Non-woven fabric Color: Plain Blue</p> <ul style="list-style-type: none"> • Made of recyclable, non-toxic, allergy-free and non-reactive to human skin <p>Capacity: at least three (3) kilograms Packaging: With cover/plastic to avoid dust and damage</p>	150 pcs	
26.0	<p>External Hard Drive</p> <ul style="list-style-type: none"> • Portable Hard Drive <p>Storage Capacity: 4 TB System Requirements: Compatible with most Windows, macOS and Chrome OS systems Compatibility: USB 2.0 and USB 3.0 connection options Packaging: Individually wrap to prevent against damage</p>	10 units	
27.0	<p>File Box with Lid</p> <p>Outside Dimension: W12 x H11 x L15" Chipboard: 3mm thick (min)</p> <ul style="list-style-type: none"> • Leatherette paper for outside cover <p>Front of the box: With pocket for label insert Color: Red only Packaging: Individually wrap to prevent against scratches and damage</p>	150 pcs	

28.0	File Tab Divider Size: Letter / Short Color: Multicolored <ul style="list-style-type: none"> • No holes for clean hole-punching • Made of 220gsm hard paper • With additional 2cm tab-ears for bigger labeling • High Quality Packaging: 5 tabs per pack, 100 tabs per bundle	120 bundle	
29.0	Fineline Pen, black Tip: Superfine 0.4mm metal clad tip Color: Black <ul style="list-style-type: none"> • Water-based ink, provides smooth writing experience • Hexagonal barrel for superior writing comfort 	60 pcs	
30.	Fineline Pen, blue Tip: Superfine 0.4mm metal clad tip Color: Blue <ul style="list-style-type: none"> • Water-based ink, provides smooth writing experience • Hexagonal barrel for superior writing comfort 	60 pcs	

31.0	<p>Flash Drive Capacity: 16gb USB 3.0, with built-in USB Compatibility: <ul style="list-style-type: none"> • All photocopying machines for scan purposes • Desktops and Laptops • With carrying strap (neck or wrist) Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer</p>	200 pcs	
32.0	<p>Flash Memory Card <ul style="list-style-type: none"> • Micro SD Card Size: 64 GB Compatibility: Compatible with all microSDHC, microSDXC supporting host devices <ul style="list-style-type: none"> • Works with Smartphones and Tablets • Transfer Speeds of up to 100MB/S Packaging: Individually packed to avoid damage</p>	2 pcs	
33.0	<p>Folder, Thermal Binding Cover, short, 18mm Paper/Thermal Size: 8.5 x 11" or Letter Spines Color: Black <ul style="list-style-type: none"> • Made with a reversible clear cover • Heat resistant (Thermal binding) • Heat-activated steel spines Packaging: 50 pieces per box or 25 pieces per pack</p>	200 pcs	

34.0	<p>Folder, Thermal Binding Cover, A4, 12mm Paper/Thermal Size: A4 Spines Color: Black</p> <ul style="list-style-type: none"> • Made with a reversible clear cover • Heat resistant (Thermal binding) • Heat-activated steel spines <p>Packaging: 50 pieces per box or 25 pieces per pack</p>	50 pcs	
35.0	<p>Glue Gun Size: Big</p> <ul style="list-style-type: none"> • Ideal for use on fabrics, wood, jewelries and more • With on and off feature <p>Voltage: 60W Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer</p>	10 units	
36.0	<p>Glue Gun Stick</p> <ul style="list-style-type: none"> • For Glue Gun <p>Size: Big or 7.75" • 12 pcs/set</p>	35 bundl es	
37.0	<p>Glue Stick (Paste)</p> <ul style="list-style-type: none"> • 21g • All-Purpose Glue Stick • Safe and non-toxic • Acid-free <p>Packaging: 12 pieces per box</p>	180 pcs	

38.0	Half Corkboard and Half Whiteboard Size: 20 x 30 cm • Aluminum Frame Packaging: Individually wrap to prevent against scratches or damage	50 pcs	
39.0	Half Corkboard and Half Whiteboard Size: 45 x 60 cm • Aluminum Frame Packaging: Individually wrap to prevent against scratches or damage	10 pcs	
40.0	ID Jacket Vertical with lock Size: Can fit 54x86mm size of ID Color: Clear Waterproof Made of premium plastic to protect ID card from fading and damage With insertion of ID holder Packaging: Individually packed to avoid damage	500 pcs	
41.0	Index Card Size: 5"x8" • Plain white Packaging: 100 sheets per pack	200 packs	

42.0	Index Tab Stickers Size: 44x12mm Color in 1 pack: Pink, Orange, Yellow, Green, Blue <ul style="list-style-type: none"> • Strong Adhesive • Five (5) colors per pack • Suitable for ballpoint and pencil for smooth writing experience Packaging: 20 tabs x 5 color, total of 100 tabs per pack	150 packs	
43.0	Index Tab with sign here <ul style="list-style-type: none"> • Sign Here flags Size: 25 x 43 mm Color: Yellow only <ul style="list-style-type: none"> • Ideal for conveniently filling up important documents at work Packaging: 50 flags per pack	850 packs	
44.0	Jumbo Roll Tissue <ul style="list-style-type: none"> • 2-ply • 300 meters Color: White Material Features: Biodegradable, Recycled Packaging: Individually wrapped to prevent against damage	62 rolls	

45.0	Key Holder Cabinet Size: can carry 120 keys • With 120 Key Hook Material: Heavy duty metal • Secure lock with two keys • Inclusion of key tags that features label windows for easy viewing • Design for wall mounting and table laying Packaging: One (1) unit, Individually box	5 units	
46.0	Laminating Film Size: A3 Microns: 125 Color: Clear Packaging: 100s per pack	3 packs	
47.0	Laminating Film Size: A3 Microns: 250 Color: Clear Packaging: 100s per pack	3 packs	
48.0	Laminating Film Size: A4 Microns: 125 Color: Clear Packaging: 20s per pack	50 packs	
49.0	Laminating Film Size: A4 Microns: 250 Color: Clear Packaging: 20s per pack	50 packs	
50.	Laminating Film Size: Legal Microns: 125 Color: Clear Packaging: 20s per pack	50 packs	

51.0	Laminating Film Size: Legal Microns: 250 Color: Clear Packaging: 20s per pack	50 packs	
52.0	Magazine File Holder (Desk Organizer) <ul style="list-style-type: none"> • Foldable/Collapsible • 3 Vertical compartments Color: Light Grey Size: 250*255*243mm Material: PP Material <ul style="list-style-type: none"> • 3.0mm board surface thickening • Stable and not easily deformed structure Packaging: Individually wrapped to avoid distortion	50 pcs	
53.0	Marker, Permanent Ink Color: Black Tip Size: Fine Point Marker <ul style="list-style-type: none"> • With cap • Quick-drying ink, waterproof, smear proof and fade-resistant Packaging: 12 pcs per box	144 pcs	
54.0	Note Pad, 2x2 Size: 51 x 51 mm or 2 x 2 inches (mini cube) Color: Assorted Colors Adhesive Strength: Standard Ability: Stick and re-stick <ul style="list-style-type: none"> • Adhesive must stick for at least 30 days from the first use • Must be easily removed from pad/surface without adhesive transfer Packaging: 250 sheets per cube	400 pads	

55.0	<p>Note Pad, 4x6 Size: 4 x 6 inches • Sticky notes with lines Adhesive Strength: Standard Ability: Stick and re-stick • Adhesive must stick for at least 30 days from the first use • Must be easily removed from pad/surface without adhesive transfer Packaging: 100 sheets per pad</p>	350 pcs	
56.0	<p>Pen Holder • Round Material: Metal Color: black Packaging: Individually packed to avoid damage or scratches</p>	50 pcs	
57.0	<p>Photo Paper, Glossy Size: A4 • Glossy Packaging: 10 sheets per pack</p>	150 packs	
58.0	<p>Plastic Envelope Expanding with Handle Size: Legal • With Grid Lines Design/Checkered • With Handle Color: Black • Zipper Lock • Fits Legal size documents • With front and rear pockets for organizing and storing files or documents Packaging: Individually wrap to avoid scratches or damage</p>	10 packs	

59.0	Plastic Envelope Expanding with Handle Size: Short • With Grid Lines Design/Checkered • With Handle Color: Black • Zipper Lock • Fits Short or A4 size documents • With front and rear pockets for organizing and storing files or documents Packaging: Individually wrap to avoid scratches or damage	10 pcs	
60.0	Rechargeable AA Battery Type: Nickel-metal hydride batteries (NiMH) Capacity: 2000-2300mAh Voltage: 1.2V Packaging: Two (2) pieces per blister pack	50 packs	
61.0	Rechargeable AAA Battery Type: Nickel-metal hydride batteries (NiMH) Capacity: 800mAh Voltage: 1.5V Packaging: Two (2) pieces per blister pack	50 packs	
62.0	Ring Bind Spines, plastic, A4 size Comb size: 8mm Sheet Capacity: 40 Color: black only	100 pcs	
63.0	Ring Bind Spines, plastic, A4 size Comb size: 12mm Sheet Capacity: 80 Color: black only	100 pcs	
64.0	Ring Bind Spines, plastic, A4 size Comb size: 16mm Sheet Capacity: 120 Color: black only	100 pcs	
65.0	Sign Pen Color: Green Tip: 0.5mm Ink Type: Gel pen only Packaging: 12 pieces per box	60 pcs	

66.0	Sign Pen Color: Blue Tip: 1.0mm Ink Type: Gel pen only Packaging: 12 pieces per box	60 pcs	
67.0	Spaghetti Coil Matting Size: W1.2 meter x L2.5 meters Color: Black With Spike Backing Anti slip mat	10 pcs	
68.0	Specialty Paper Grammage: 170gsm Size: Letter Color: Ivory Packaging: 10 sheets per pack	100 packs	
69.0	Specialty Paper Grammage: 180gsm Size: A4 Color: White Packaging: 10 sheets per pack	300 packs	
70.0	Stamp Pad Ink Ink Color: black Bottle size: 30ml Bottle type: Squeeze bottle type with removable cap Smudge free impression Holds ink for a longer period and does not sag Durable plastic case Ink refill for self-inking stamp Packaging: Individually box	20 bottles	
71.0	Sticker Paper, Glossy Size: A4 Grammage: 80gsm Packaging: 10 sheets per pack	20 packs	
72.0	Sticker Paper, Matte Size: A4 Grammage: 80gsm Packaging: 10 sheets per pack	100 packs	

73.0	Sticker Paper, Matte, Vinyl Size: A4 <ul style="list-style-type: none"> • Made of high quality vinyl sticker material • Fully waterproof and tough durability • Best result with Sinergy pigment ink printers Packaging: 20 sheets per pack	150 packs	
74.0	Tape, Double Sided, 12mm Size: 12mm x 30m <ul style="list-style-type: none"> • Tissue Type Color: White Packaging: Individually wrapped	75 rolls	
75.0	Tape, Double Sided, 24mm Size: 24mm x 30m <ul style="list-style-type: none"> • Tissue Type Color: White Packaging: Individually wrapped	150 rolls	
76.0	Tape, Double Sided, 48mm Size: 48mm x 10m <ul style="list-style-type: none"> • Tissue Type Color: White Packaging: Individually wrapped	50 rolls	
77.0	Tape, Double Sided, 24mm Size: 24mm x 10m <ul style="list-style-type: none"> • Foam Type Color: White Packaging: Individually wrapped	24 rolls	

78.0	Tape, Duct, 48mm Size: 48mm x 50m Color: Gray or Silver <ul style="list-style-type: none"> • PE (Polyethylene) Cloth Adhesive Type: Synthetic Rubber Adhesive <ul style="list-style-type: none"> • Heavy-duty • Extra Strength hold Packaging: Individually wrapped	500 rolls	
79.0	Trash Bag (Garbage bag) <ul style="list-style-type: none"> • Disposable Drawstring Size: Small or can fit in a trash bin with a size of H12xW10xD8 inches) Color: Black Material: Plastic <ul style="list-style-type: none"> • With string/rope for easy closing Packaging: 15 bags in one roll. Individually packed per roll	1200 rolls	