Section VII. Technical Specifications

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

'Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1(a)(ii).'

Supply and Delivery of Common-use Supplies (Not Available in PS-DBM) for the PCO for the FY 2025 [Procurement/Contract No. 2025-04-028]			
Unit	**Items**	**Qty**	**Statement of Compliance**
piece	**3-Layer File Tray** Material: metal • Heavy duty Color: Black •Fits long paper size Packaging: Individually wrap to prevent against damage	60	
piece	**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	

piece	**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	
piece	**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	
piece	**Ballpen, blue** • 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	

unit	**Battery Charger** •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	
piece	**Binder Folder, 3-Ring** Size: Legal • 3-inch side thickness • Clearsheet protector • Can fit Legal size paper	50	
pack	**Board Paper, A4** • Vellum Board Paper Grammage: 220gsm Size: A4 Color: White Packaging Size: 10 sheets per pack	280	
pack	**Board Paper, Letter** • Vellum Board Paper Grammage: 220gsm Size: Letter Color: White Packaging Size: 10 sheets per pack	50	

roll	**Bubble Wrap** Size: 20 inches (W) x 50 meters (L) Color: white • 2-ply Packaging: Individually wrapped	3	
box	**Bundy Clock Ribbon Dual** Color: Black and Red Compatible with Iwata Time Recorder Packaging: Individually box	12	
pack	**Cable Tie** Size: 7.6 x 450 mm Color: Black only Packaging: 100 pieces per pack	30	
pack	**Cardstock Paper** Size: Letter or 8.5 x 11 inch Color: Yellow Grammage: 200gsm Packaging: 100 sheets per ream/pack	10	
pack	**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	
piece	**Certificate (Diploma) Frame** Size: A4 Color: blue only Frame: PVC frame with glass • With wall hanger and stand • Fits A4 size paper/certificate Packaging: Individually wrap to prevent against scratches	4,000	

piece	**Certificate Holder** Size: A4 Color: blue only • With flap to prevent certificates from falling off • With 2 hangers for portrait and landscape orientations Packaging: Individually wrap to prevent against scratches	500	
piece	**Clipboard with Cover** Size: Legal Color: Black Material: Plastric, Polypropylene Foam Fastener Material: Metal • Double Clip (vertical and horizontal) Packaging: Individually packed to prevent against dust and damage	50	
ream	**Colored Paper** • Assorted pastel colors Size: 8.5x 11" Letter Substance: 24 (80gsm) Packaging: 250 sheets per ream	8	
piece	**Dater Stamp, mini** Size: 3.8mm tall font size • Black Ink only • Four band date and 12 year band Date Format: MMM-DD-YYYY • Self-inking stamp pad • With locking Mechanism • With removable and refillable ink pad, single color Packaging: One (1) piece, individually box	20	

bottle	**Dishwashing Liquid** • 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	
box	**Disposable Gloves** • Synthetic vinyl Color: blue only Size: Large • Latex-free and Pwder Free • Heavy Duty Packaging: 100 pcs/box	5	
piece	**Door Hasp** Size (min): 4 inches Material: Stainless Steel Color: Silver • Stainless safety hasp Packaging: Individually packed	18	
piece	**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	

piece	**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	
piece	**Eco bag, Shoulder bag type** • Expandable Shoulder Bag Size: Jumbo or L20 x H16 x 8 Gusset 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	
unit	**External Hard Drive** • Portable Hard Drive 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	10	

piece	**File Box with Lid** Outside Dimension: W12 x H11 x L15" Chipboard: 3mm thick (min) • Leatherette paper for outside cover Front of the box: With pocket for label insert Color: Red only Packaging: Individually wrap to prevent against scratches and damage	150	
bundle	**File Tab Divider** Size: Letter / Short Color: Multicolored • 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	
piece	**Fineliner Pen, black** Tip: Superfine 0.4mm metal clad tip Color: Black • Water-based ink, provides smooth writing experience • Hexagonal barrel for superior writing comfort	60	
piece	**Fineliner Pen, blue** Tip: Superfine 0.4mm metal clad tip Color: Blue • Water-based ink, provides smooth writing experience • Hexagonal barrel for superior writing comfort	60	

piece	**Flash Drive** Capacity: 16gb USB 3.0, with built-in USB Compatibility: • 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	200	
piece	**Flash Memory Card** • Micro SD Card Size: 64 GB Compatibility: Compatible with all microSDHC, microSDXC supporting host devices • Works with Smartphones and Tablets • Transfer Speeds of up to 100MB/S Packaging: Individually packed to avoid damage	2	
piece	**Folder, Thermal Binding** Cover, short, 18mm Paper/Thermal Size: 8.5 x 11" or Letter Spines Color: Black • Made with a reversible clear cover • Heat resistant (Thermal binding) • Heat-activated steel spines Packaging: 50 pieces per box or 25 pieces per pack	200	

piece	**Folder, Thermal Binding** Cover, A4, 12mm Paper/Thermal Size: A4 Spines Color: Black • Made with a reversible clear cover • Heat resistant (Thermal binding) • Heat-activated steel spines Packaging: 50 pieces per box or 25 pieces per pack	50	
unit	**Glue Gun** Size: Big • Ideal for use on fabrics, wood, jewelries and more • With on and off feature Voltage: 60W Packaging: Individually packed to protect against damage or Standard packaging of the manufacturer	10	
bundle	**Glue Gun Stick** • For Glue Gun Size: Big or 7.75" • 12 pcs/set	35	
piece	**Glue Stick (Paste)** • 21g • All-Purpose Glue Stick • Safe and non-toxic • Acid-free Packaging: 12 pieces per box	180	
piece	**Half Corkboard and Half Whiteboard** Size: 20 x 30 cm • Aluminum Frame Packaging: Individually wrap to prevent against scratches or damage	50	

piece	**Half Corkboard and Half Whiteboard** Size: 45 x 60 cm • Aluminum Frame Packaging: Individually wrap to prevent against scratches or damage	10	
piece	**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	
pack	**Index Card** Size: 5"x8" • Plain white Packaging: 100 sheets per pack	200	
pack	**Index Tab Stickers** Size: 44x12mm Color in 1 pack: Pink, Orange, Yellow, Green, Blue • 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	

pack	**Index Tab with sign here** • Sign Here flags Size: 25 x 43 mm Color: Yellow only • Ideal for conveniently filling up important documents at work Packaging: 50 flags per pack	850	
roll	**Jumbo Roll Tissue** • 2-ply • 300 meters Color: White Material Features: Biodegradable, Recycled Packaging: Individually wrapped to prevent against damage	62	
unit	**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	
pack	**Laminating Film** Size: A3 Microns: 125 Color: Clear Packaging: 100s per pack	3	
pack	**Laminating Film** Size: A3 Microns: 250 Color: Clear Packaging: 100s per pack	3	

pack	**Laminating Film** Size: A4 Microns: 125 Color: Clear Packaging: 20s per pack	50	
pack	**Laminating Film** Size: A4 Microns: 250 Color: Clear Packaging: 20s per pack	50	
pack	**Laminating Film** Size: Legal Microns: 125 Color: Clear Packaging: 20s per pack	50	
pack	**Laminating Film** Size: Legal Microns: 250 Color: Clear Packaging: 20s per pack	50	
roll	**Laminating Film Roll** Size: 9in x 100m Microns: 125 Color: Clear Packaging: plastic sealed, 100m / roll Texture: Glossy Finished	2	
roll	**Laminating Film Roll** Size: 12in x 100m Microns: 125 Color: Clear Packaging: plastic sealed, 100m / roll Texture: Glossy Finished	2	

piece	**Magazine File Holder (Desk Organizer)** • Foldable/Collabsible • 3 Vertical compartments Color: Light Grey Size: 250*255*243mm Material: PP Material • 3.0mm board surface thickening • Stable and not easily deformed structure Packaging: Individually wrapped to avoid distortion	50	
piece	**Marker, Permanent** Ink Color: Black Tip Size: Fine Point Marker • With cap • Quick-drying ink, waterproof, smearproof and fade-resistant Packaging: 12 pcs per box	144	
pad	**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 • 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	

pad	**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	350	
piece	**Pen Holder** • Round Material: Metal Color: black Packaging: Individually packed to avoid damage or scratches	50	
pack	**Photo Paper, Glossy** Size: A4 • Glossy Packaging: 10 sheets per pack	150	
piece	**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	10	

piece	**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	
pack	**Rechargeable AA Battery** Type: Nickel-metal hydride batteries (NiMH) Capacity: 2000-2300mAh Voltage: 1.2V Packaging: Two (2) pieces per blister pack	50	
pack	**Rechargeable AAA Battery** Type: Nickel-metal hydride batteries (NiMH) Capacity: 800mAh Voltage: 1.5V Packaging: Two (2) pieces per blister pack	50	
piece	**Ring Bind Spines, plastic, A4 size** Comb size: 8mm Sheet Capacity: 40 Color: black only	100	
piece	**Ring Bind Spines, plastic, A4 size** Comb size: 12mm Sheet Capacity: 80 Color: black only	100	

piece	**Ring Bind Spines, plastic, A4 size** Comb size: 16mm Sheet Capacity: 120 Color: black only	100	
piece	**Sign Pen** Color: Green Tip: 0.5mm Ink Type: Gel pen only Packaging: 12 pieces per box	60	
piece	**Sign Pen** Color: Blue Tip: 1.0mm Ink Type: Gel pen only Packaging: 12 pieces per box	60	
piece	**Spaghetti Coil Matting** Size: W1.2 meter x L2.5 meters Color: Black With Spike Backing Anti slip mat	10	
pack	**Specialty Paper** Grammage: 170gsm Size: Letter Color: Ivory Packaging: 10 sheets per pack	100	
pack	**Specialty Paper** Grammage: 180gsm Size: A4 Color: White Packaging: 10 sheets per pack	300	

bottle	**Stamp Pad Ink** Ink Color: black Bottle size: 30ml Bottle type: Squize 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	
pack	**Sticker Paper, Glossy** Size: A4 Grammage: 80gsm Packaging: 10 sheets per pack	20	
pack	**Sticker Paper, Matte** Size: A4 Grammage: 80gsm Packaging: 10 sheets per pack	100	
pack	**Sticker Paper, Matte, Vinyl** Size: A4 • 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	
roll	**Tape, Double Sided, 12mm** Size: 12mm x 30m • Tissue Type Color: White Packaging: Individually wrapped	75	

roll	**Tape, Double Sided, 24mm** Size: 24mm x 30m • Tissue Type Color: White Packaging: Individually wrapped	150	
roll	**Tape, Double Sided, 48mm** Size: 48mm x 10m • Tissue Type Color: White Packaging: Individually wrapped	50	
roll	**Tape, Double Sided, 24mm** Size: 24mm x 10m • Foam Type Color: White Packaging: Individually wrapped	24	
roll	**Tape, Duct, 48mm** Size: 48mm x 50m Color: Gray or Silver • PE (Polyethylene) Cloth Adhesive Type: Synthetic Rubber Adhesive • Heavy-duty • Extra Strength hold Packaging: Individually wrapped	500	

unit	**Thermal Binding Machine** *Manually operated binder Bind documents up to 50 mm (both soft and hard covers) Document size: A5 to A3 Landscape System Capacity: Binds up to 500 sheets of 80gsm paper Document spine width: From 1.5 to 50mm Machine Finishing: PTC, Metal Material Power supply: 230V, 50/60Hz, 700W, 3.2A (maximum)	2	
roll	**Trash Bag (Garbage bag)** • Disposable Drawstring Size: Small or can fit in a trash bin with a size of H12xW10xD8 inches) Color: Black Material: Plastic • With string/rope for easy closing Packaging: 15 bags in one roll. Individually packed per roll	1,200	

unit	**Trash Bin with lid** • With lid included • With folding handle Measurement: Lower outer measure, depth: 14.7cm (5 3/4") Lower outer measure, width: 20.1cm (7 7/8") Upper outer measure, depth: 21.2cm (8 3/8") Upper outer measure, width: 26.3cm (10 3/8") Height: 32.6cm (12 7/8") Volume: 10 Liters (3 gallon) • Stackable to save space Material: Bucket/ Lid/Hinge/Ring: Polypropylene plastic (min. 20% recycled) Handle: Reinforced polyamide plastic (min. 20% recycled) Packaging: One (1) piece, Individually box	50	
piece	**Universal Socket Adapter** • Compatible with multiple plugs • Durable and highly conductive • Maintain grip on plugs even after thousands of use Packaging: Individually box	50	
Schedule and Place of Delivery The winning supplier must supply and deliver the goods to the Property and Supply Management Section at the New Executive Building, Malacañang within thirty (30) calendar days from the receipt of the Notice to Proceed and Contract Agreement.			

Terms of Payment a. Payment shall be made upon completion of each delivery schedule and upon submission of the following documents for payment processing (e.g., delivery receipt, sales invoice, billing statement, warranty certificate (if applicable), and other documents required in this technical specifications). b. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations and existing rules and regulations of PCO relative to payment of procurement contracts.	
Penalty for Delay When the winning bidder fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay PCO liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by PCO.	

Conforme:

Full Name and Signature of
Bidder/Authorized Rep
                                                            :

Designation   :

Name of Company   :