

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 (Early Procurement) [Procurement/Contract No. 2023-PCO-EPA-003]				
ITEM NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	STATEMENT OF COMPLIANCE
1	2-layer Metal desk tray/Organizer (Heavy Duty) In-Out Tray Heavy duty Color: Black Material: Metal ideal for office filing use Can hold Legal size paper, folders, magazines and envelope	40	piece	
2	3-layer Metal desk tray/Organizer (Heavy Duty) In - Out Tray Heavy duty Color: black Material: Metal ideal for office filing use Can hold Legal size paper, folders, magazines and envelope	40	piece	
3	3-Ring Binder, Legal Size 3 inch- side thickness Clearsheet protector	80	piece	
4	3-Hole Punch/Puncher Adjustable Fully adjustable and calibrated for punch accuracy Punch up to 11 sheets of 20 lb. paper. Offers a built-in paper guide for 2 or 3-hole punch combinations. Base captures chips - no mess after you punch. Easily empty chips from the removable base. Ideal for office use.	80	piece	
5	Balikbayan Box (Travel Box) Size: 20x20x20 thickness: 3ply, 4.5-5mm	400	piece	

6	Ballpoint Pen, Medium Tip Ink Colour: Blue Writing width: 0.28 mm Refillable: Yes Tip size in mm: 1.00 mm	504	piece	
7	Ballpoint Pen, Medium Tip Ink Colour: Black Writing width: 0.28 mm Refillable: Yes Tip size in mm: 1.00 mm	240	piece	
8	Ballpoint Pen, Medium Tip Ink Colour: Red Writing width: 0.28 mm Refillable: Yes Tip size in mm: 1.00 mm	300	piece	
9	Binding Machine 2 hand lever for punching and binding makes your work smooth and save time. Adjustable margin guide allows pages of various sizes to be accurately aligned for the best punching results. Adjustable to any format Paper stop guide for paper size. Adjustable punching dies with variable margin depth Manual Binding Capacity up to 2" or 425 sheets of paper (70gsm) With 24 holes punching selection HEAVY DUTY Overall Dimensions H4.5" x L 17.5" x W14.5" inches Weight 15.8 kg Punching Capacity 15-20 sheets Binding Capacity 15-20 sheets Paper Size 14"LEGAL SIZE Punching Holes 24 HOLES Disengageable Die Pins 24 PINS	2	unit	

10	Board Paper 220 gsm Size: Lettersize (216 x 279mm) 10 sheets per pack	100	packs	
11	Clipboard with cover, A4 size with cover wire clip Material: PVC + Paper Board Vertical with pen holder	50	piece	
12	Clipboard with cover, Legal size with cover wire clip Material: PVC + Paper Board Vertical with pen holder Matt brushed textured outer cover with rounded corners on the edges for added safety	50	piece	
13	Columnar Pad, 17 x 14", 14 Columns A helpful tool for your bookkeeping and accounting transactions Attr: Columnar Pad, 14 columns Size: 17 x 14 inches Color: Yellow Packaging Size: 50 Sheets	50	piece	
14	File Box with Flip cover, half size Outside Dimension: width: 5 height: 11 length: 15 Chipboard: 3mm thick (min) Leatherette paper for outside cover Front of the Box: with pocket for label insert color: red only	200	piece	
15	File Box with Lid Outside Dimension: width: 12 height: 11 length: 15 Chipboard: 3mm thick (min) Leatherette paper for outside cover Front of the Box: with pocket for label insert color: red only	350	piece	

16	<p>File/Folder Divider Made of 220 gsm hard paper material Size: letter size / 216 x 279mm Colors: multi-color High quality No holes for clean hole-punching With additional 2cm tab-ears for bigger labeling 100 pieces per pack</p>	80	packs	
17	<p>File/Folder Divider Made of 220 gsm hard paper material Size: Legal Size Colors: multi-color High quality No holes for clean hole-punching With additional 2cm tab-ears for bigger labeling 100 pieces per pack</p>	60	packs	
18	<p>Flash Drive, 32gb USB 3.0, with built-in USB interface cover, compatible with all photocopying machines for scan purposes (e.g Swibel, slide/retractable type) with carrying strap (neck or wrist)</p>	200	piece	
19	<p>Folder, Thermal Binding Cover, short, 1mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding) Heat-activated steel spines Spine Color: Black Packaging: 50 pieces per box</p>	100	pieces	
20	<p>Folder, Thermal Binding Cover, short, 3mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding) Heat-activated steel spines Spine Color: Black Packaging: 50 pieces per box</p>	100	pieces	

21	Folder, Thermal Binding Cover, short, 5mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding) Heat-activated steel spines Spine Color: Black Packaging: 50 pieces per box	100	pieces	
22	Folder, Thermal Binding Cover, short, 12mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding)Heat-activated steel spinesSpine Color: BlackPackaging: 50 pieces per box	100	pieces	
23	Folder, Thermal Binding Cover, short, 15mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding) Heat-activated steel spines Spine Color: Black Packaging: 50 pieces per box	600	pieces	
24	Folder, Thermal Binding Cover, short, 21mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding) Heat-activated steel spines Spine Color: Black Packaging: 50 pieces per box	1000	pieces	
25	Folder, Thermal Binding Cover, short, 24mm Paper/Thermal Size: 8'5 x 11', Made with a reversible clear cover, heat resistant (Thermal binding) Heat-activated steel spines Spine Color: Black Packaging: 50 pieces per box	1200	pieces	

26	Index Card, Ruled both side, size: 5x8" Color: white only 100 sheets per pack 10 pads per pack	120	pad	
27	Index Tab, Permanent Size: 45*28mm tab Colors: assorted, white Quantity: 10x3 sheets Material thickness: 100 Description: -writing doesn't smudge or rub off -permanent long-lasting adhesive	120	packs	
28	Industrial Humidifier Anti Virus &Bacteria Home Freshener Tank Capacity:16L -Power: 80Watts -Voltage: 220V/60Hz -Rated Amount of Fog/Mist: 1500ml/hour -Dimensions: 284x284x590mm Features: -Intelligent Constant Humidity -Ultraviolet UV Sterization -Smart Timing -Movable Casters -With Sleep Function -Twin Turbo Spray -LCD Screen -Water Shortage Automatic Protection	8	unit	
29	Note Pad, stick on, lined (4" x 6") min 100 sheets per pad 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	400	pads	
30	Packaging Tape Dispenser, Heavy-Duty metal cutter 2-inch Metal (Premium Quality) Material: Metal Width: 60mm	60	piece	

	Support up to 250 yards length OPP Tape Comfortable Grip Premium Quality			
31	Paper, Multicopy, Lettersize 80 gsm Size: 216 x 279mm	350	ream	
32	Photo Paper, glossy A4, 10 sheets per pack, white	150	packs	
33	Photo Paper, matte A4, 10 sheets per pack, white	200	packs	
34	Push Pins, thumb tack multi-color 3/8" 100 pieces per box	40	box	
35	Ring Bind Spines, plastic, A4 size Comb size: 8mm Sheet Capacity: 40 Color: black only	100	piece	
36	Ring Bind Spines, plastic, A4 size Comb size: 12mm Sheet Capacity: 80 Color: black only	100	piece	
37	Ring Bind Spines, plastic, A4 size Comb size: 16mm Sheet Capacity: 120 Color: black only	100	piece	
38	Ring Bind Spines, plastic, A4 size Comb size: 18mm Sheet Capacity: 140 Color: black only	100	piece	
39	Ring Bind Spines, plastic, A4 size Comb size: 22mm Sheet Capacity: 180 Color: black only	100	piece	
40	Ring Bind Spines, plastic, A4 size Comb size: 25mm Sheet Capacity: 220 Color: black only	100	piece	

41	Ring Bind Spines, plastic, A4 size Comb size: 32mm Sheet Capacity: 260 Color: black only	100	piece	
42	Ring Bind Spines, plastic, A4 size Comb size: 51mm Sheet Capacity: 450 Color: black only	100	piece	
43	Rollerball Pen, V10 Blue With Grip For Sign Important Documents With Ease Whether For Office. Type: Roller ball pen Ink: Water-based Tip: Stainless steel pipe Ball Diameter: 1.0mm Width of Stroke: 0.55mm Weight: 10.9g	480	piece	
44	Rubber Band, small #16 350grams Assorted colors	20	box	
45	Sign Pen Ink Color : Green 1.0 mm Broad tip 0.6mm writing width Great for document signing etc. For broader writing 12 pcs per box per color Sold per color/ box	240	piece	
46	Specialty Paper size: 216 x 316mm (Legal) Grammage: 160-170gsm Color: Ivory 10 sheets per pack (for printing of certificates)	250	packs	
47	Specialty Paper size: "210mm x 297mm" A4 8.25 x 11.75 inches (A4) Color: White Print: Ink, laser, and copier compatible Grammage: 120gsm Packaging Size: 10 sheets per pack	725	packs	
48	Specialty Paper size: "8 1/2 x 13" Legal Color: White Print: Ink, laser, and copier compatible Grammage: 180gsm	625	packs	

	Packaging Size: 10 sheets per pack			
49	Sticker Paper, matte, 80gsm size: A4 10 sheets per pack	250	packs	
50	Sticky/Index Tab with Sign Here 100 flags/pieces per dispenser 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	800	packs	
51	Tape, Double-sided, 12mm white, strong adhesive on both sides, cottonpaper	100	roll	
52	Tape, Double-sided, 24mm white, strong adhesive on both sides, cotton paper	100	roll	
53	Tape, Double-sided, 48mm white, strong adhesive on both sides, cotton paper	100	roll	
54	Tape, Duct, 48mm (2"), 25 meters High tensile strength Designed for Heavy duty packaging	150	roll	

55	<p>Thermal Binding Machine (Bindomatic) Desktop manual operation Quick binding turnaround time when you need it Binds multiple documents simultaneously Allows easy editing Binds thick documents Document Formats: min: 5 1/2" x 8 1/2" max: 14 7/8" x 11" Spine Size: 1/16" up to 2" Volume: Up to 15 documents, dependent on spine width, per binding cycle (~60 seconds) Power Supply: 115V, 50/60Hz, 700W, 6.4amps (maximum) Dimensions: 17 9/16" L x 10 3/8" W x 5 1/4" H Weight: 12 lbs Manufacturer 2-year warranty on all parts and labour</p>	3	unit	
56	<p>White board, 2x3 ft / 60 x 90cm Wall Mounted</p>	20	Unit	
57	<p>Cable Tie 4x150</p>	20	packs	
58	<p>Cable Tie 4x200</p>	20	packs	
59	<p>OFFICE LAMINATING FILM LEGAL 8.5x13 125 MICRONS 20 sheets per pack</p>	20	packs	
60	<p>Desk Organizer File Folder Document Rack Office Organization and Storage 3 Vertical Compartments, Black Size: 9.4" L x 11.5" W x 12.2" H</p>	30	piece	
61	<p>TIME CARD US TAG BOARD CREAM 100S Time Card US Tag Board. Color: Cream.</p>	100	packs	

	Packaging Size: 100 pcs per pack.			
62	Spiral Vertical Notebook Size: 6 x 9 inches Color: Assorted colors Packaging Size: 60 leaves	200	piece	
63	Vinyl Waterproof Sticker Matte 20 sheets per pack A4 SIZE Compatible with any printer that has a photo printing feature Tough Durability Sharp Presentation Vinyl Sticker Waterproof and High Quality Sticker Material Vivid Color	150	packs	
64	Permanent Marker Pen - Black - Extra Fine Tip Pen with cap. Writing width : 0.90 mm Tip size : 2.00 mm Ink Colour : Black	80	piece	
65	Multi-Copy Paper A3, 80 gsm	30	ream	
66	Certificate Holder, A4 size	30	Piece	
67	Certificate Holder, Legal Size	30	piece	
68	Certificate Frame, Legal Size PVC CERTIFICATE FRAME	30	piece	
69	Certificate Frame, A4 size PVC CERTIFICATE FRAME	30	piece	
70	Fastener, Plastic A must-have for office filing needs. Attr: Plastic Size: 7cm Color: Assorted Packaging Size: 50 pcs per box	100	Box	
71	Glue Stick 21g 12 PCS per box	180	Piece	
72	Plastic, Envelope Short *Waterproof, stain-proof. * Suitable for storing daily office supplies	150	piece	

	*Color Transparent White			
73	Plastic, Envelope Long *Waterproof, stain-proof. * Suitable for storing daily office supplies *Color Transparent White	150	piece	
74	Extension Cord 3-Gang with USB Outlet • On/off switch • 4-meter wire • Safe for general use • Impact resistant • Flame retardant • 93% Copper • Universal socket • With USB port	50	piece	
Delivery Schedule: Please refer to Section VI. Schedule of Requirements.				
Payment Terms: 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

: _____