

**TECHNICAL SPECIFICATION  
(Office Supplies)**

**I. PROJECT**

Procurement of multi-purpose paper for the official use of the Legal Affairs Service.

**II. OBJECTIVE**

To create a productive working environment and sustain the daily operation of the Legal Affairs Service.

**III. DELIVERABLES**

Supply and delivery of the following:

<b>Particulars</b>	<b>Specification</b>	<b>Quantity</b>	<b>Amount per piece</b>
<b>1. Battery, dry cell AAA</b>	-voltage: 1.5 volts -type: Alkaline -no mercury and cadmium added/ Mercury and Cadmium Free -positive polar ends must be marked -shelf life: five (5) years (min.) from date of acceptance -with cautionary advice -brand and shelf life shall be engraved/ embossed/ printed on the item -at least market known brand	35	190.3/ pack
<b>2. Battery, dry cell AA</b>	-voltage: 1.5 volts -type: Alkaline -no mercury and cadmium added/ Mercury and Cadmium Free -positive polar ends must be marked -shelf life: five (5) years (min.) from date of acceptance -with cautionary advice -brand and shelf life shall be engraved/ embossed/ printed on the item -at least market known brand	35	241/ pack
<b>3. Clearbook, A4 size</b>	-refillable -material: plastic -cover: opaque plastic -dimension (min): 310mm x 235 mm -pocket: transparent plastic -number of pockets: Twenty (20)	10	142.7/ box
<b>4. Clearbook, Legal size</b>	-refillable -material: plastic -cover: opaque plastic -dimension (min): 345mm x 235 mm -pocket: transparent plastic -number of pockets: Twenty (20)	10	137.3/ box
<b>5. Envelope, Documentary</b>	-material: kraft -for a4 size documents	100	7/ piece

A4	-size: 229mm x 324mm -thickness (min.): 0.22mm		
<b>6. Envelope, Expanding Kraft</b>	- smooth surface - size: 380mm x 250 - expansion size: 50mm - thickness: 0.38mm - with string and eyelet - Size: Legal	400	14.15/ piece
<b>7. Envelope, Mailing</b>	-color: white -quality: bond paper -basis weight: 70gsm -front seal adhesive: remoistenable gum front seals reactivate with moisture -size: 241mm x 105mm	4	376.7/ box
<b>8. Folder with Tab Legal</b>	-Material: tagboard/ carrier/ foldcote/ cupstock board -for A4 size documents -leaf dimension: 240mm x 320mm -tab: 13mm -the folder shall be smooth-finished and non-blot on both sides using a permanent marker	100	8.7/ piece
<b>9. Folder, pressboard</b>	-Material: paper board -size: 369mm x 242mm -thickness: 0.4mm -color: cream, green, maroon -accordion-pleat gusset: book cloth/paper cloth (color green/red/blue; expansion:39mm	400	28.3/ piece
<b>10. Marker, permanent (black)</b>	-tip: felt -writing/line width (min.): 1.5mm -brand shall be engraved/ embossed/ printed/ permanently stickered on the item -market known brand	20	38/ piece
<b>11. Marker, permanent (blue)</b>	-tip: felt -writing/line width (min.): 1.5mm -brand shall be engraved/ embossed/ printed/ permanently stickered on the item -market known brand	20	38/ piece
<b>12. Marker, permanent (red)</b>	-tip: felt -writing/line width (min.): 1.5mm -brand shall be engraved/ embossed/ printed/ permanently stickered on the item -market known brand	20	38/ piece
<b>13. Marker, whiteboard (black)</b>	-tip: felt, bullet type -brand shall be engraved/ embossed/ printed/ permanently stickered on the item -at least market known brand	20	42.3/ piece
<b>14. Marker, whiteboard</b>	-tip: felt, bullet type -brand shall be engraved/ embossed/	20	42.3/ piece

(blue)	printed/ permanently stickered on the item -at least market known brand		
<b>15. Marker, whiteboard (red)</b>	-tip: felt, bullet type -brand shall be engraved/ embossed/ printed/ permanently stickered on the item -at least market known brand	20	42.3/ piece
<b>16. Note Pad, stick on, 50mm x 76mm (2"x3")</b>	-one hundred (100) sheets per pad -adhesive orientation must be on the shorter side -assorted colors: yellow, pink, green, orange -basis weight (min.): 70gsm -sheet thickness (min.): 0.09mm	120	49/ pad
<b>17. Note Pad, stick on, 76mm x 100mm (3"x4")</b>	-one hundred (100) sheets per pad -adhesive orientation must be on the shorter side -assorted colors: yellow, pink, green, orange -basis weight (min.): 70gsm -sheet thickness (min.): 0.09mm	120	68.7/ pad
<b>18. Record Book, 500 pages</b>	- With "Official Record Book" printed on the outer cover -Smythe swen -Cover: <ul style="list-style-type: none"> <li>• Material: Laminated chipboard</li> <li>• Thickness: 1.5mm</li> <li>• Size: 214mm x 278mm</li> </ul> -Leaves/pages shall be white bond, non-blot <ul style="list-style-type: none"> <li>• Basis Weight: 55gsm</li> <li>• Thickness: 0.07mm</li> <li>• Size: 205mm x 265mm</li> <li>• Pre-numbered by machine</li> </ul> -Margin: <ul style="list-style-type: none"> <li>• Top: 25mm</li> <li>• Bottom: 8mm</li> <li>• Left/Right Margin: Manufacturer's Standard</li> </ul> -Number of Spaces: 37	8	164/ book
<b>19. Rubber Band, No.18</b>	-350 grams -Thickness: 1.00mm -Lay flat length: 70mm -Tensile Strength: 9.81MPa -Elongation: 250%	6	240.3/ box
<b>20. Steno Notebook</b>	-spiral -basis weight (-5%): 55gsm, bond -thickness (min): 0.075mm -size (min): 150mm x 225mm -top margin (min): 25mm -bottom margin: 5mm -number of spaces (min): 22	25	28.9/ piece

	-sixty (60) leaves, ruled both sides -horizontal ruling (blue or black) shall have equal spacing -vertical ruling shall be single line (not blue or black) at the middle pages		
<b>21. Tape, masking 24mm</b>	-Usable Length: 50 meters -Adhesion Strength: 8.5N/24mm width	36	185.7/ roll
<b>22. Tape, masking 48mm</b>	-Usable Length: 50 meters -Adhesion Strength: 8.5N/24mm width	30	233.64/ roll
<b>23. Tape, packaging 48mm</b>	-Color: tan -Width: 48mm -Usable Length: 50 meters -Base Material: Biaxially-oriented Polypropylene -Adhesion Strength: 6N/24mm	30	54.51/ roll
<b>24. Tape, transparent 24mm</b>	-Width: 24mm -Usable Length: 50 meters -Base Material: Biaxially-oriented Polypropylene -Adhesion Strength: 6N/24mm	60	26.3/ roll
<b>25. Data Folder with Taglia lock</b>	-dimension: <ul style="list-style-type: none"> <li>• Width: 75mm (min)</li> <li>• Height: 230mm (min)</li> <li>• Length: 380mm (min)</li> </ul> -Material: <ul style="list-style-type: none"> <li>• Chipboard: 2.5mm thick</li> <li>• Leatherette paper and/or Polypropylene (PP) material made of linen design for outside cover</li> <li>• Coated paper for inside cover including spine portion</li> </ul> -With lever arch file mechanism and taglia lock -Spine is provided with finger ring and plastic pocket for labeling purposes <ul style="list-style-type: none"> <li>• Spine made of PVC gamuza/ PP material or material of equivalent or superior quality</li> </ul> -Color: Blue shade only	172	116/ piece
<b>TOTAL</b>			<b>PhP97,230.30</b>

#### IV. PERIOD OF DELIVERY

Within thirty (30) calendar days upon receipt of the Purchase Order (PO)

#### V. TERMS OF PAYMENT

Government Procedure

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

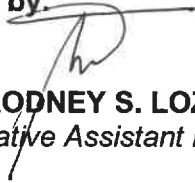
The approved budget for the contract is **NINETY-SEVEN THOUSAND TWO HUNDRED THIRTY PESOS AND 30/100 (PhP97,230.30)**, inclusive of applicable taxes, delivery fees, and other charges.

**Source of Funds:** LAS 2024 Funds (Administrative and Other Related Expense)

**VII. CONTACT PERSON**

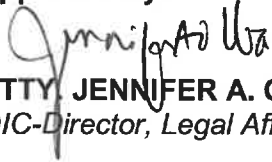
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**Approved by:**



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