

**IB 2023-06– PROCUREMENT OF VARIOUS COMMON OFFICE SUPPLIES,
PAPER MATERIALS AND SEMI-EXPENDABLE OFFICE EQUIPMENTS**



SECTION VII- TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS

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Item	Specifications	Statement of Compliance
		[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 Bidder's 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 applicable laws and issuances.]
A.	ONE LOT SUPPLY AND DELIVERY OF VARIOUS COMMON OFFICE SUPPLIES AND PAPER MATERIALS	
1	Ballpen, 0.5MM Ballpoint, Fine (Black)	
2	Ballpen, 0.5MM Ballpoint, Fine (Blue)	
3	Ballpen, 0.7MM Ballpoint, Fine (Black)	
4	Ballpen, 0.7MM Ballpoint, Fine (Blue)	
5	Ballpoint Pen, Blue ; 0.4mm, box of 12	
6	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Black	
7	Ballpen, 1mm Gel Pen, roller ball, with rubber grip, Blue	
8	Battery, 3V Lithium Coin Type battery CR-2032	
9	Battery, R2032 R2025 CR2016 CR927 CR1220 Primary Lithium Button Cell Battery 3V	
10	Bookbinding Tape, paper cloth, 2" , Black	
11	Book tape, 1" , color blue	
12	Book tape, 2" , color blue	
13	CD-RW (Rewritable 7900mb/80 MB)	
14	Certificate Holder, Short, color green	

15	Certificate Holder, A4, color green	
16	Certificate Holder, Long, Color Green	
17	Chalk, Colored, Dustless, 12pcs/box	
18	Chalk, White, Dustless, 100pcs/box	
19	Clip, Backfold, 19mm	
20	Clipboard, 8"x13" , wooden, no cover	
21	Clip Board with Cover Black Long 13 1/2 Clipboard Accounting Folder X9-14" with Cover Black	
22	Cork Board 1200*900mm	
23	Cork Board Cuttable	
24	Cork Sheet, 1/6 in. x 18 in.	
25	Cork Sheet, Size: 4 X 8 feet X 3/16 thickness, soft, thin	
26	Cutter dynagrip snap-off knife multipurpose,	
27	Daily Time Card for Amanao BX-1500, 200 pcs/pack	
28	Double Sided Tape, w/ foam, 1"	
29	Double Sided Tape, w/o foam, 1"	
30	Double Sided Tape, w/o foam, 1/2"	
31	Expanding Plstic File Case, File Folder, Long Size	
32	Expanding/Portfolio Envelope with Garter Long Size	
33	Fastener, Plastic, 70 mm between prongs	
34	Fastener, plastic, 50 sets per box	
35	Folder, Expanding, Legal Size Documents	
36	Folder, L-type, Legal , Plastic, 50pcs/pack, shade of blue color	
37	Folder, L-type, Plastic, 12" x 9.45" clear document	
38	Folder, Morocco; Pink , legal size	
39	Folder, Morocco; Dark Green , legal size	
40	Folder, Morocco; Light Green , legal size	
41	Highlighter, Blue	
42	Laminating Film, Legal , 250 mic, 100s	
43	Laminating Film, Legal 225mic	
44	Laminating film, 9", 125micron; 100meters	
45	Laminating Film, Legal, 125 micron 100pcs/ream	
46	MARKER, FLOURESCENT,3 assorted colors per set	
47	Marker, Permanent Black (Fine Point)	

48	Meter stick, 1 meter, stainless steel metal	
49	Metal File Office Organizer 4 layers	
50	Padding Glue, 1kg, Authentic, color red	
51	Paper Clip, Gem Type, Jumbo, 32mm , 100s/box	
52	Paper Clip, Gem Type, Jumbo, 48mm , 100s/box	
53	Protractor Half	
54	Push Pin, flat head type, 50's	
55	PVC Binding Cover, clear, 200 micron, A4 , 100pcs/pack	
56	PVC Binding Cover, clear, 200 micron, Legal , 100pcs/pack	
57	PVC Book Binding Cover, Legal , clear, 250 micron thickness, 100 pcs/box	
58	Record Book, 250 pages, green cover, hard cover	
59	Ribbon, Amano BX-1500, black,	
60	Ribbon nylon for Olympia Typewriter Machine, Black	
61	Ring Binder, plastic, 1/2" 10pcs/ bundle - Black	
62	Ring Binder, plastic, 3/4" 10pcs/ bundle - Black	
63	Ring Binder, plastic, 1", 80 Ring, 10pcs/bundle - Black	
64	Ring Binder, Plastic, 1" , 80 Rings, Gold/Yellow	
65	Ring binder, plastic, 1 1/4", 80 rings, 10pcs/bundle - Black	
66	Ring Binder, Plastic, 1 1/4", 80 Rings, Gold/Yellow	
67	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Black	
68	Ring Binder, Plastic, 1 1/2", Black, 80 Rings, Gold/Yellow	
69	Ring Binder, Plastic, 2", 80 Rings, GOLD/YELLOW	
70	Ring Binder, Plastic, .5" , 80 Rings, Black	
71	Ring Binder, Plastic, .5" , 80 Rings, Gold/Yellow	
72	Ring Binder, Plastic, .25" , 80 Rings, Black	
73	Ring Binder, Plastic, .25" , 80 Rings, Gold/Yellow	
74	RING BINDER, 12.7mmX1.12m (1/2"X44"), plastic, Black	

75	RING BINDER, 19 mm X 1.12 mm (3/4"x 44"), plastic, Black	
76	RING BINDER, 25 mm X 1.12m (1" X 44"), plastic, Black	
77	Ruler, 12" long, stainless steel	
78	Scientific Calculator FX-991EX	
79	Scissor stainless Steel 8 inches	
80	Stapler, long reach/arm, with 50-sheet capacitys	
81	Sign Pen, 0.3mm Ballpoint, with gel ink, microfine (Black)	
82	Sign Pen, Black , Liquid Gel, Ball-point 0.5mm ;Retractable	
83	Sign Pen, Blue , Liquid Gel, Ball-point 0.5mm ;Retractable	
84	Sign Pen, Red , Liquid Gel, Ball-point 0.5mm ;Retractable	
85	Sign Pen, Green , Liquid Gel, Ball-point 0.5mm ;Retractable	
86	Sign Pen, Violet , Liquid Gel, Ball-point 0.5mm ; Retractable	
87	Sign Pen, Black , liquid/gel ink, 0.5mm needle tip	
88	Sign Pen, Blue , liquid/gel ink, 0.5mm needle tip	
89	Sign Pen, Black , Liquid Gel, Ball-point 0.7mm ;Retractable	
90	Sign Pen, Blue , Liquid Gel, Ball-point 0.7mm ;Retractable	
91	Sign Pen, Red , Liquid Gel, Ball-point 0.7mm ;Retractable	
92	Sign Pen, Black , 0.7-0.8mm, Rollerball	
93	Sign Pen, Blue , 0.7-0.8mm, Rollerball	
94	Tape, Transparent, 12mm	
95	Tabs, Strip Tabbing, Clear	
96	Thumb Tacks	
97	Bond Paper, A4 , 80gsm	
98	Bond Paper. Long , 80gsm	
99	Cartolina, White	
100	Colored Paper, Red/Ligh Red , 8.5x13, 250's	
101	Manila Paper	
102	Note pad, Stick On (3"x4")	
103	Note Pad, stick on, 1/2" x 2", 100 sheets per pad w/ Signage (SIGN HERE)	
104	Notes Flags, Tabs Page Marker 6 bright colors 80 sheet/pad, 0.5x1.8 (Flag type)	

105	Parchment Paper , size 210 x 287mm, 80gsm, 100 sheet per pack	
106	Paper, Morocco, Legal Size Gold/Yellow , 100pcs/pack	
107	Paper, Multicopy, A4 , 80gsm, size: 210mm x 297mm	
108	Paper, Multicopy, Legal , 80gsm, size: 216mm x 330mm	
109	Paper, Multi-Purpose (COPY) A4 , 70gsm, 210mm x 297mm	
110	Paper, Multi-Purpose (COPY) Legal , 70gsm, 216mm x 330mm	
111	Photopaper , Glossy, A4 , 10pcs/pack	
112	Photopaper , A4 Glossy, 20 sheets per pack	
113	Photopaper , A4 , Matte, 100sheets/pack	
114	Photopaper , Glossy, High Quality, Legal Glossy, 20 sheets/pack	
115	Specialty Board Paper, 220gsm, A4 10 sheet/pack	
116	Specialty Board, 220gsm, Bright Red, Legal	
117	Specialty Board, 220gsm, White, Legal, Anggrek design , 10pcs/pack	
118	Specialty Board, 220gsm White/Cream, Legal , 10pcs/pack	
119	Specialty Board, 220gsm White/Cream, Short , 10 pcs/pack	
120	Specialty Board, 220gsm, White, Short, Anggrek design , 10pcs/pack,	
121	Specialty Paper, White/Cream, Legal Size, 500 pcs/ream	
122	Specialty Paper, 80gsm, White/Cream, Short , 500pcs/ream	
123	Special Paper, 80gsm, A4 , 100 sheets/ream	
124	Specialty Paper, A4 , 80gsm, Pale Cream , 500 pcs/ream	
125	Specialty Paper, 80gsm, Legal , 100 sheets/ream	
126	Specialty Paper, Legal , 80gsm, Pale Cream , 500 pcs/ream	
127	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Cream/light cream , 500pcs ream	
128	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Yellow/Pastel Yellow , 500pcs ream	

129	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Orange/Light Orange , 500pcs ream	
130	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Pink/Light Pink , 500pcs ream	
131	Specialty Paper, Legal , 90-100gsm, watermarked laid paper; Pale Blue/Light Blue , 500pcs ream	
132	Specialty Paper, 80gsm, A4 30pcs/bundle	
133	Specialty Paper, A4 , 100gsm, 10sheets/pack, Pale Cream	
134	Specialty Paper, A4 , 100gsm, 10sheets/pack, White	
135	Specialty Paper, A4 , White , 10 pcs/pack	
136	Specialty Paper, Short , 220gsm , Pale Cream , 10 pcs/pack	
137	Specialty Paper, Short , 120gsm , Pale Cream , 10 pcs/pack	
138	Specialty Paper, Short , 120gsm , White , 10 pcs/pack	
139	Specialty Paper, Short , 80gsm , Pale Cream , 10 pcs/pack	
140	Specialty Paper, Legal , 80gsm , Pale Cream , 10 pcs/pack	
141	Sticker Paper, A4 , Matte , White , 80gsm , 10pcs/pack	
142	Sticker Paper, strong adhesive, A4 size, 80 gsm , inkjet friendly, satin, 10sheets/pack	
143	Sticker Paper, Legal , Matte , White , 10 pcs/pack	
B.	1 LOT SUPPLY & DELIVERY OF VARIOUS SEMI-EXPENDABLE OFFICE EQUIPMENT	
1	Laminating Machine , can laminate up to A3, with Hot and Cold Laminating Process, Suited for 250 microns, 150 microns	
2	Paper Shredder with minimum specifications: cutting style: strip cut,particle cut,split; shred size in mm: 5.8 3.9x30 1.9x15 0.78x11; sheet capacity: 4-19 sheets; intake width: 240 mm; shredding speed: 30 sheets/cycle; shredder material: paper,clips,cards and Cds; waste bin capacity: 33 L	

3	Extension cord wheel , minimum specifications atleast: 10 meter cord, 2,500W 10A 250V, with built-In circuit breaker and lightning protector, with fire retardant features/materials	
4	Socket surge protector extension cable , three universal standard outlets, with surge and overload protection, flame retardant material, integral copper bar, MAX2500W-MAX10A, 250V2, 2 meters	
5	Office swivel chair with lumbar support, with arm rest, mesh back rest, adjustable height, can rotate, seat cushion: fabric, metal chrome base, color:black	
6	Steel filing cabinet,vertical , 4 drawers,color:smooth plain gray, gauge 20, with lock and key, compatible up to legal size files, dimension atleast: 52"H x 36" W x 18" D	
7	Extension cord voltage surge protector with line filter, 5 meters , 220 V, 6 universal socket, with switch	
8	Steel filing cabinet, vertical , 3 drawer with wheels and lock, color and finish: smooth plain black, with at least the following minimum specification: dimension: 17.1"D x 14.6"W x 23.6"H	
9	Paper Shredder , cross-cut, with minimum specifications: shreds 18 sheets of paper per pass into 397 (5/32" x 1-1/2" Security Level P-4) cross-cut particles; shreds staples, credit cards, paper clips, CDs/DVDs, junk mail; Maximum run time: 30 min on / 40 min off. For 1-3 users. Amps: 5; Basket Type Pull-out Bin; 100% Jam Proof System eliminates paper jams and powers through tough jobs; SafeSense Technology stops shredder when hands touch the paper opening; Silent shredder 9-gallon pull-out bin with LED bin-full indicator.9 inch wide paper entry.	
10	Ergonomic executive chair , swivel with full arm rest,color: black, gas-lift, adjustable seat height swivel ergonomic design for lumbar support, material: PU leather	

11	Steel filing cabinet,vertical , 4 drawers,color and finish:smooth plain gray, gauge 20, with lock and key, compatible up to legal size files, Dimension atleast: 52"H x 36" W x 18" D	
12	Steel filing cabinet,lateral , 4 drawers, color and finish: smooth plain gray,gauge 20, with lock and key, compatible up to legal sized files, dimension atleast: 90 (w) x 45 (d) x 103 (h) cm	
13	Steel filing cabinet,vertical , 4 drawers,color and finish:smooth plain gray, gauge 20, with lock and key, compatible up to legal sized files, dimension atleast: 46 (w) x 45 (d) x 134 (h) cm	
14	Paper Shredder with the following minimum specifications: Shred Capacity: 11 sheets; Shred size: 4x40mm; Can shred: CD/DVD, Paper, Card, Paper Clip, Staple; Continuous run time: 20min; Bin capacity: 25L; Machine noise: maximum of 60dB; Machine power: 240W; 390x302x615mm	
15	Steel filing cabinet, lateral , 4 drawers, gauge 20, color and finish: smooth plain enamel gray, compatible up to legal size, with adjustable divider per each drawer, with lock and keys, with label holder, dimension atleast: 52"H x 36" W x 18" D	
16	Steel filing cabinet,vertical , 4 drawers,color and finish:wrinkled brown, gauge 20, with adjustable divider per each drawer, with lock and key, compatible up to legal size files, with label holder, dimensions atleast: 52"H x 18.5"W x 26"D	
17	Intelligent Check Writer Printer Print payee, date, amount in words and amount in figures at a time, blue LCD display, make data input easy, operates on standard alone mode, connected to computers, adjustable check print position, brand new	
18	Rectangular Folding Table , white, 121cm Length, 60.5cm Width, 73.6cm Height, plastic	

19	Paper Shredder , with minimum specifications: micro cut 15 sheet capacity, Size: 4 x 10 mm waste container, capacity: 23 liters, input:220V.60Hz working, width: 220mm, material: plastic, shred capacity: 10 sheets 100 sheet auto feed can spread paper and credit card auto, off and reverse function with wheels and overheat indicator	
20	Steel filing cabinet,vertical , 4 drawers,color and finish:smooth plain beige, gauge 20, with lock and key, compatible up to legal size files, dimension atleast: 52"H x 36" W x 18" D	
21	Paper Shredder , with minimum specifications: 10 Sheets Shred Capacity, 60min working time, 20L Bin Capacity	
22	Paper Shredder with minimum specifications: cutting style: strip cut,particle cut,split; shred size in mm: 5.8 3.9x30 1.9x15 0.78x11; sheet capacity: 4-19 sheets; intake width: 240 mm; shredding speed: 30 sheets/cycle; shredder material: paper,clips,cards and Cds; waste bin capacity: 33 L	
23	Office swivel chair with lumbar support, with arm rest, mesh back rest, adjustable height, can rotate, seat cushion: fabric, metal chrome base, color:black	
24	Laminating Machine with minimum specifications: with hot and cold processor, temperature range: 80 - 180 C, power supply : 220 - 240v /60Hz, power consumption: 620 watts, maximum laminating width: 330mm, can laminate up to A3 size	
25	Laminating Machine , can laminate up to A3, with Hot and Cold Laminating Process, Suited for 250 microns, 150 microns	

Name of Bidder over Printed Name

Date