

# JOHN HAY MANAGEMENT CORPORATION

## TECHNICAL SPECIFICATIONS

### PROCUREMENT OF VARIOUS OFFICE SUPPLIES FOR CY 2017

#### 1. Background:

The JOHN HAY MANAGEMENT CORPORATION (JHMC), a government – owned and controlled corporation, is a member of the Bases Conversion and Development Authority (BCDA) Group and its implementing arm in the Camp John Hay Reservation.

The mandate of JHMC is to manage and develop Camp John Hay as a premier tourist destination of Norther Philippines. It commits itself to create an investor – friendly climate for business development with fiscal incentives in its Special Economic Zone, while preserving an ecologically balanced environment and respecting the rich and diverse culture of its people with the promotion of eco-cultural tourism.

In compliance with Republic Act. No. 9184 known as “Government Procurement Act”, JHMC will be conducting a public bidding for the Procurement of Various Office Supplies for CY 2017.

#### 2. Objective:

This project aims to purchase the following Office Supplies, Handbooks, ICT Supplies, Furniture and Fixtures, Medicines, Customized Supplies and Other Supplies to be delivered at JHMC Office – Camp John Hay, Loakan Road, Baguio City:

UNIT	ITEMS	ABC
Lot I	Office Supplies	270,226.02

Lot II	ICT Supplies	506,064.72
Lot III	Furniture and Fixtures	369,050.00
Lot IV	Other Supplies	145,253.37

### 3. Approved Budget for the Contract:

The Approved Budget for the Contract (ABC) is for the amounts as stated above, inclusive of all applicable taxes and will be sourced from Corporate Operating Budget.

### 4. Technical Specifications:

**a) Two Hundred Seventy Thousand Two Hundred Twenty-Six Pesos & 02/100 (Php 270,226.02) - Office Supplies**

Unit	Item Description	Qty
box	Carbon Film, A4 size, 100 sheets per box	4
piece	Clearbook, A4 size, plastic, 20 pockets, Blue	30
piece	Clearbook, Legal size, plastic, 20 pockets, Blue	20
piece	Correction Tape, 6 meters(min), 1 piece in individual plastic	40
piece	Envelope, Expanding, plastic, 380 mm x 260 mm	7
box	Fastener, for paper, metal, 50 sets per box	30
piece	File Organizer, expanding, legal, plastic, asst .colors	10
pack	Folder, L-type, A4, 50 pieces pack	5
pack	Folder, L-type, Legal size, 50 pieces per pack	25
box	Index Tab, self-adhesive, 5 set/box, assorted colors	100
set	Marker, fluorescent, 3 colors per set	15
piece	Marker, permanent, bullet type, black	30
box	Paper Clip, gem type, 32mm, 100 pieces per box	40
ream	Parchment Paper, A4 size, 80 gsm, 100 sheets per pack]	10
piece	Philippine National Flag, polyester, 6' x 3'	4
piece	Sign Pen, blue, liquid / gel ink, 0.5 mm needle tip	144
piece	Stamp Pad, felt pad, min 60mm x 100mm	5
roll	Tape, packaging, 48mm, 50 meters length	40

<b>Unit</b>	<b>Item Description</b>	<b>Qty</b>
pc	Ballpen, Blue, ordinary 0.5 mm	100
pk	Special Paper - Green 90 gsm	88
spool	Ribbon, manual typewriter, in box with each spool	20
bx	Push pins, 100 pcs per case	20
bndl	PVC ID Card	8
ea	Ribbon, YMCKOK ID printer	12
pk	Special Paper, A4, 10pcs/pack	50
unit	Staple Wire,ETONA, heavy duty (binds 50 to 100 pages)	1
pcs	Gel pen, 1.0mm, uni ball, blue	20
pk	Colored Paper, legal, 70GSM, legal	3
pcs	Fastener Screw, 1"	100
pcs	Fastener Screw, 2"	100
pcs	Fastener Screw, 3"	100
pk	POS Paper, 4rolls/pack	46
btll	POS Printer Ink	4
pc	Rice Sacks, empty	20
yards	Ribbon, 1 inch, red satin 50 yards	10
yards	Ribbon, 1 inch, green satin 50 yards	10
yards	Ribbon, 1 inch, silver satin 50 yards	10
yards	Ribbon, 1 inch, Blue satin 50 yards	10
yards	Ribbon, 1/4 inch, red satin 50 yards	10
yards	Ribbon, 1/4 inch, green satin 50 yards	10
yards	Ribbon, 1/4 inch, blue satin 50 yards	10
yards	Ribbon, 1/4 inch, red, silver 50 yards	10
pack	Photo Paper, A4 Glossy 20 sheets	20
pad	Sticker Paper, white, A4	5
pcs	Post it Flag, Blue, 2.5 cm x 4 cm	24
pcs	Post it Flag, Green, 2.5 cm x 4 cm	24
pcs	Post it Flag, Red, 2.5 cm x 4 cm	24
pcs	Post it Flag, Orange, 2.5 cm x 4 cm	24
pk	Sensitized Film, A4, 100 sheets per pk, 0.1 mm	24
pad	Stamp Pad Ink, black, 50mL	4
pcs	Ring Binder, 12mm x 1.2m (1/2" x 44")	100
pcs	Ring Binder, 24mm x 1.2m (3/4" x 44")	100
pcs	Barcode Printer Sticker	6
pcs	Ring Binder 1"	100
pc	Folder A4 Green with transparent plastic front	100
pk	Folder long green with transparent plastic front	100
pk	Specialty Board, A4, 10 boards/pack, white	10
pk	Specialty Board, A4, 10 boards/pack, cream	10

Unit	Item Description	Qty
pk	Specialty Board, US Folio 10 boards/pack	10
ea	Label tape, desktop, 12mm thermal transfer, standard laminated, top loading tape design	24
ea	Label tape, handheld, 12 mm thermal transfer, standard laminated, top loading tape design	24
pair	Scissors, (6")	20
piece	Stapler, standard type, loading capacity of 200 staples (min)	10
piece	Stapler, binder type, heavy duty for high volume stapling, 25-135sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	5
piece	Staple Remover, plier type	10
piece	Tape Dispenser, table top	10
piece	Waste Basket, non-rigid plastic	5
unit	Table, monoblock, square, 36" X 36", beige, four(4) seater, for indoor and outdoor use	25

**b) Five Hundred Six Thousand Sixty-Four Pesos & 72/100 (PhP 506,064.72)  
- ICT Supplies**

Unit	Item Description	Qty
bk	Printer Inkjet, wireless capable, 55ppm speed, 512MB memory, duplex printing capable	1
bk	External HDD 2TB	5
bk	External Hard Drive, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	2
bk	Flash Drive, 16GB, USB 2.0, plug and play	10
bk	Ink Cartridge, Canon PG-810, Black	30
bk	Ink Cartridge, Canon CL-811, Colored	30
bk	Ink Cartridge, HP 51645A, (HP45), Black	10
bk	Toner Cartridge, Samsung ML-D2850B, Black	5
bk	Wireless Microphone System Lapel (2), Skintone Headset small piece mic	2
bk	Compact Charger, 4 slot battery charger	1

<b>Unit</b>	<b>Item Description</b>	<b>Qty</b>
bk	Digital Recorder w/ built-in USB, 4GB on board storage plus micro SD	2
bk	Extension Cord - 5 meters length, Heavy Duty, with outlet and plug, 220V	5
unit	Label Maker, compact desktop labeller, LCD display	1
unit	Label Maker, portable handheld labeller	1
bk	Ink, Cartridge, HP C658A/D, No.78, Tricolor	5
bk	Priner ink Cart, Canon 88 (black)	30
bk	Priner ink Cart, Canon 98 (colored)	30
bk	Printer Ink Cartridge LC 539 XBLK	20
bk	Printer Ink Cartridge LC 535 XLC	20
bk	Printer Ink Cartridge LC 535 XLM	20
bk	Printer Ink Cartridge LC 539 XLY	20
bk	CISS Ink 1 Liter Black	20
bk	Ink Cartridge, HP C658A/D, NO 45 Black	10
bk	Ink Cartridge, Brother, MFC 9140CDN DL 261, BLK	5
bk	Ink Cartridge, Brother, MFC 9140CDN DL 261, CYAN	5
bk	Ink Cartridge, Brother, MFC 9140CDN DL 261, Magenta	5
bk	Ink Cartridge, Brother, MFC 9140CDN DL 261, Yellow	5
bk	Printer Ink, Canon PGBK 725	10
bk	Printer Ink, Canon BK 726	10
bk	Printer Ink, Canon M 726	10
bk	Printer Ink, Canon C 726	10
bk	Printer Ink, Canon Y 726	10
bk	Printer Ink HP 711 B	10
bk	Printer Ink HP 711 C	10
bk	Printer Ink HP 711 Y	10
bk	Printer Ink HP 711 M	10
bk	HP 46 Colored Printer	15
bk	HP 46 Black Printer	15
bk	Ink Refill, EPSON L200 Series, Black	10
bk	Ink Refill, EPSON L200 Series, Red	10

<b>Unit</b>	<b>Item Description</b>	<b>Qty</b>
bk	Ink Refill, EPSON L200 Series, Yellow	10
bk	Inkjet Printer, with original CISS	4
bk	Ink Refill, EPSON L200 Series, Blue	10
rolls	Laminating Film, 250 micron, A4(216 x 303 mm) material: PET + EVA	5

**c) Three Hundred Sixty-Nine Thousand Fifty Pesos –  
(PhP 369,050.00) Furniture and Fixtures**

<b>Unit</b>	<b>Item Description</b>	<b>Qty</b>
unit	Table, Folding, 6-8 seaters, rectangular, fold in half table, hard plastic with metal frame (white)	15
unit	Filing cabinet, 4-layers, lateral, black, steel, 18"x36"x50"	5
unit	Office Table, 1200mm L x 600mm W x 700 mm H; High pressured laminated table; Marine plywood board; with built-in cabinet and shelves	10
unit	Mobile Pedestal Cabinet: Dimensions of 25 1/2" H x 15 1/8" W x 22" D; Gauge #24 (standard); light gray enamel coated finish; provided with handle, label holder, centralized lock with duplicate keys, hang-type bearing, mounted on rubber caster	5
unit	Steel shelving/Rack, 7 adjustable shelves, dark/gray; dimensions of 72" H x 36" W x 18" D; gauge #24 (standard); provided with slotted angular bar post with size 1 1/2" x 1 1/2" x 1/8" thick, self-thickness 1" with mid stiffer	10
unit	Filing cabinet, 4 drawers, dark gray; dimensions of 52" H x 19" W x 28" D; gauge #24 (standard); provided with cylinder lock with duplicate keys, handle with label holder, adjustable divider and ball bearing suspension	10

**d) One Hundred Forty-Five Thousand Two Hundred Fifty-Three Pesos & 37/100 (PhP 145,253.37) – Other Supplies**

<b>Unit</b>	<b>Item Description</b>	<b>Qty</b>
piece	Dust Pan, non-rigid plastic, 30 mm (length: 600 mm)	10
can	Floor Wax, Paste, red, 2 kg	4
pack	Scouring Pad, 5 pieces per pack	25
pk	Dishwashing liquid, ultra-concentrated, 30 oz	184
btl	Liquid Soap, anti-bacterial 500 ml	100
ea	Soap, 70 grams	20
pc	Face mask, ordinary	100
pk	Coffee, 3 in 1, sachet	200
pk	Ground Coffee, 1kg	40
pk	Creamer, 200g	120
dozen	Choco drink, sachet , 20 g	200
pk	Sugar, brown, 1kg	100
bx	Bottled Water, 350 ml	40
bk	Handbook on Philippine Government Procurement - R.A. 9184 (6th Edition), 6" x 9", 296 pages,	12
bk	Procurement of Civil Works, 139 -149 pages	2
bk	Procurement of Consulting Services 139-149 pages	2
bk	Sample Forms, 8 1/4" x 11-3/4", 328 pages	2
bk	Public Bidding Checklist, 6" x 9", 70 pages	2
bk	Generic Procurement	2
capsule	Mefenamic Acid, 500mg	100
tablet	Phenylephrine HCl, Chlorphenaramine Maleate, Paracetamol tablet 250 mg	100

<b>Unit</b>	<b>Item Description</b>	<b>Qty</b>
tablet	Loperamide HCL capsule, 2 mg	100
box	Record Box, a3 1/8" x 10 7/8" x 15 3/4", detachable cover, with hole on both sides for handling, Heavy Duty <i>(please see attached sample)</i>	30
unit	Trodat - stamp (dater) self-inking <i>(please see attached sample)</i>	21

**5. Delivery Terms:**

The delivery period of supplies and materials shall be one-time delivery and completed within thirty (30) calendar days upon receipt of the approved Notice to Proceed and the delivery site shall be at the aforementioned address.

**6. Payment Terms:**

The payment shall be done within fifteen (15) calendar days after complete delivery and written acceptance of deliverables by General Services Division.