



**Bid Bulletin No. 1**  
**4 August 2023**

**PUBLIC BIDDING NO. 23-059-3**

**SUPPLY AND DELIVERY OF STAPLER, STANDARD TYPE**  
**FOR THE PROCUREMENT SERVICE (PS)**

Issued pursuant to Sec. 22.5 of the IRR of R.A. 9184 to clarify and/or amend certain provisions in the Bidding Documents issued for this project, considering the issues raised and clarifications made by prospective bidders during the **Pre-Bid Conference** held on **28 July 2023**, likewise, response to bidders' written queries received within the prescriptive period for filing.

**A. AMENDMENTS**

**I. SECTION VI. SCHEDULE OF REQUIREMENTS**

ITEM NO.	REFERENCE	BASES FOR AMENDMENT
1	<b>Technical Specifications</b> <b>Page 35-37- Technical Requirements</b>  xxx Item 1-Stapler, Standard Type xxx	To amend Section VII Technical Specifications for complete detailed technical requirements.  Please refer and use " <b>Appendix 1</b> ".

**B. CLARIFICATIONS**

The Procurement Service-Department of Budget and Management (PS-DBM), Bids and Awards Committee hereby clarifies prospective bidders' concerns and queries:

ITEM	CONCERN	REFERENCE	CLARIFICATION/ RESOLUTION
<b>During Pre-bid Conference</b>			
1	Prospective bidders requested to amend the delivery period within ten (10)	<b>Framework Agreement List</b> <b>(Indicative Call-Off Schedule)</b> <b>Item 1 Page 32</b> <b>Delivery Period:</b>	

	calendar days to fifteen (15) calendar days.	xxx a. Within ten (10) calendar days (CD) upon receipt of Call-Off xxx	The Committee hereby clarifies that the original requirement is retained.
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By Rules, all other related provisions in the Bidding Documents correspondingly affected by these amendments are likewise deemed amended to conform to this Bid Bulletin.

**SIGNATURE REDACTED**

**JOSEPH P. BALAGTAS**

*Chairperson, Bids and Awards Committee III*

# APPENDIX 1

PS STANDARD No. QS 016:2023

UNSPSC Code: 44121615-ST-S01

## Technical Requirements for **STAPLER, STANDARD TYPE**

### PRODUCT SPECIFICATIONS

- Loading Capacity (min.): 200 staple wires
- Staple pusher shall be a metal piece and not spring.
- Construction/Structure:
  - The handle, base and frame shall be connected respectively and be smooth in repetitive actuation;
  - Loading of the staple wire in the staple magazine shall be easily done;
  - The stapler shall be constructed such that the staple wire will not jam or drop out during stapling;
  - The base shall be so constructed that it is equipped with clincher block having the guide groove aligned with the driver blade so that it can bind properly and easily;
  - The driver blade shall be able to push out and drive the loaded staple wire without deformation;
  - Each part shall have rigidity in meeting the performance of the stapler;
  - As per attached illustration showing the parts of the stapler, however design may vary;
  - Shall conform with the required performance tests.

### EVIDENCE and VERIFICATION

- **In-House Test:**
  - Loading Capacity (min.): 200 staple wires
  - Staple pusher shall be a metal piece and not spring.

#### PERFORMANCE TEST:

##### 1. Endurance Test (One-Time Binding)

###### 1.1 Procedure:

- 1.1.1 Prepare 2-20 sheets of 70gsm dry Multi-Purpose Paper forms at least 40mmx 40mm in dimension and numbered accordingly as to the number of sheets.
- 1.1.2 Using an approved sample staple wire, conduct one (1) time binding on all sheets , starting with 2 sheets up to 20 sheets.



- 1.1.3 The latest awarded staple wire, shall be used for testing the sample(s). Staple two (2) sheets of 70 gsm copy paper. The staple wire shall be free from deformities, breakage and the like. The binding performance shall be in good order. From the last sheet count, repeat the process by adding one (1) sheet each time, until twenty (20) sheets are stapled.
- 1.1.4 Conduct the test on the three (3) samples of stapler.

**1.2 Standards:**

- 1.2.1 Must be able to bind all sheets without buckling.
- 1.2.2 The legs of the staple wire shall be symmetrical and the ends of the legs shall be fastened to the back surface of the paper.
- 1.2.3 Allowable Defect: Zero (0) for each sample.
- 1.2.4 Two (2) out of three (3) samples must pass the test.

**2. Binding Performance Test**

**2.1 Procedure:**

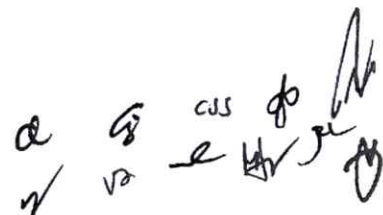
- 2.1.1 Prepare ten (10) sets of 14 sheets 70gsm dry Multi-Purpose Paper, at least 40mm x 210mm in dimension and numbered accordingly as to the number of sets.
- 2.1.2 Using an approved sample staple wire, conduct lacing (10x binding) on each set starting from the left to right motion of binding. A minimum interval of 30 seconds after each lacing shall be made to accommodate resting.
- 2.1.3 Conduct the test on the three (3) samples of stapler.

**2.2 Standard:**

- 2.2.1 Must be able to bind all sheets without buckling.
- 2.2.2 The legs of the staple wires shall be symmetrical and the ends of the legs shall be tightly fastened to the back surface of the paper.
- 2.2.3 Allowable Defect: Five (5) defects only for each sample.
- 2.2.4 Two (2) out of three (3) samples must pass the test.

**Testing Procedure:**

- a. The test shall be performed with the stapler resting on the table top.
- b. Taking reference on the clincher block, the stapler shall be placed within 3 to 5 inches from the edge of the table.
- c. Single hand vertical pressure shall be applied on the stapler and to be performed seated.
- d. Latest awarded staple wire shall be used for the test and shall be randomly picked from the Procurement Service's current inventory.
- e. Conduct of one (1) time binding capacity shall be performed without interference from the non-dominant hand.
- f. Interpretation of clinching/tightly fastened defect shall be as follows;



- Buckled wire is a defect;
  - All ends of the legs should be symmetrical (properly curved with respect to the clinching block), straightened leg is a defect;
  - End of the legs that are not touching the surface of the paper shall be allowed as long as symmetry is achieved.
- Three (3) pieces with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

## **PACKAGING**

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- Individually boxed.  
Eight (8) pieces per pack or Standard packaging of the manufacturer
- Additional Requirement on Packaging, refer to the attached Annex "A"

## **MARKING/LABELING**

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- Shall conform with the Consumer Act of the Philippines (R.A. 7394)

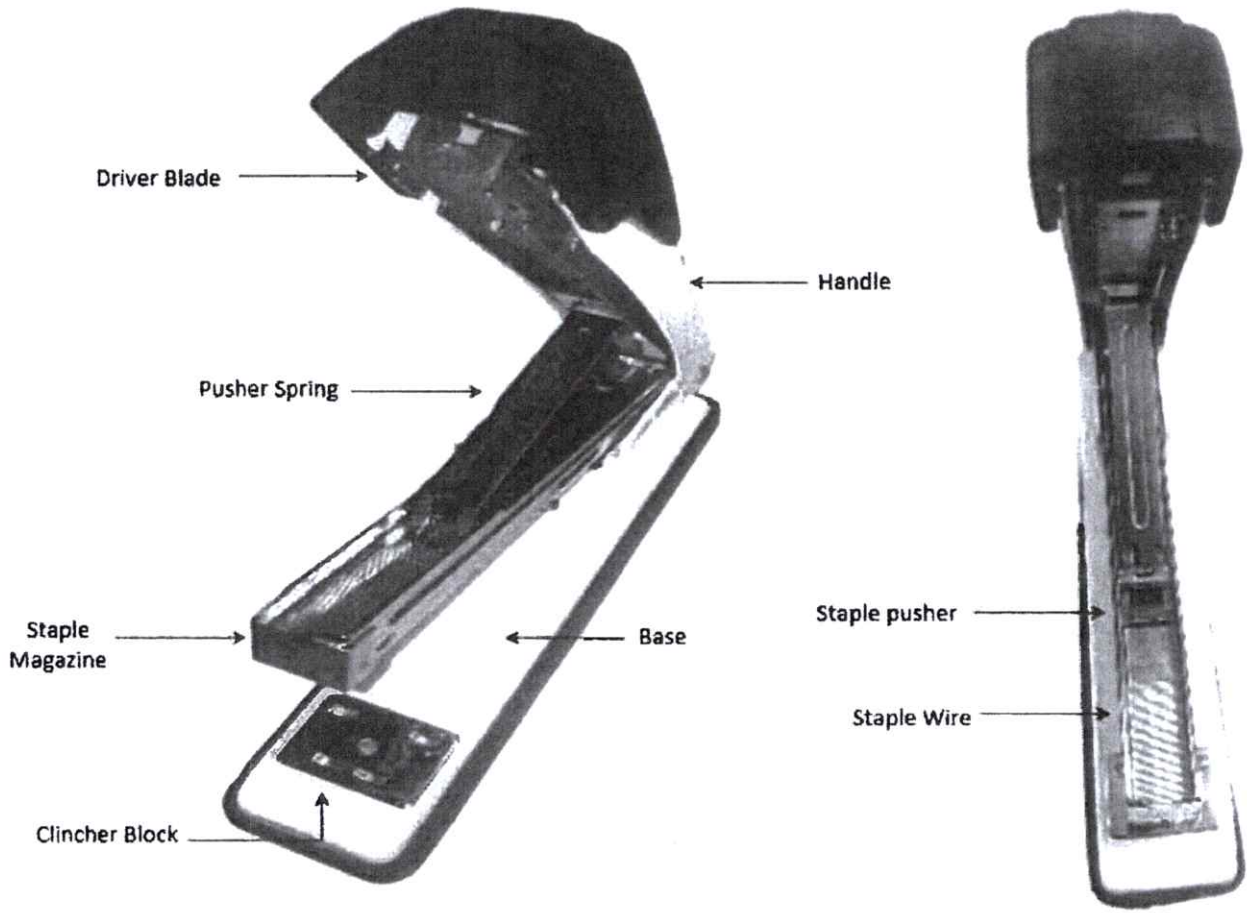
## **REFERENCES**

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- PNS 1561:2020

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ILLUSTRATION



4 Technical Requirements for STAPLER, standard type

*Handwritten notes and signatures:*  
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