

Technical Requirements for
ENVELOPE, MAILING

PRODUCT SPECIFICATIONS

- Color: White
- Quality: Bond Paper
- Basis Weight ($\pm 5\%$): 70gsm
- Front Seal Adhesive: Remoistenable gum front seals reactivate with moisture.
- Other Physical Properties:
 - Brightness, % (Photovolt) (min.): 82
 - Dirt Count, mm^2/m^2 (max.): 10
- Envelope Size:
 - Width (-3mm): 105mm
 - Length (-3mm): 241mm

EVIDENCE and VERIFICATION

- **Documentary Evidence to be submitted during Post-qualification:**
 - Valid test report from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.
 - Valid test report from a recognized body showing compliance to the following parameter:
 - Basis Weight ($\pm 5\%$): 70gsm
 - Brightness, % (Photovolt) (min.): 82
 - Dirt Count, mm^2/m^2 (max.): 10
- **A Confirmatory Test during delivery** from a government laboratory testing center or government accredited private laboratory testing center or third party laboratory testing center. In case there is no available government laboratory center or the required testing method is not available, the test may be conducted by a government accredited private testing center; or if still not available, by a third party laboratory testing center.
 - Valid test report from a recognized body showing compliance to the following parameter:
 - Basis Weight ($\pm 5\%$): 70gsm

- Brightness, % (Photovolt) (min.): 82
- Dirt Count, mm²/m² (max.): 10

- **In-House Test:**

- Color: White
- Quality: Bond Paper
- Determine the envelope size by using a steel ruler:
 - Width (-3mm): 105mm
 - Length (-3mm): 241mm
- Performance Test: Front Seal - Non-curl or Lay Flat
 1. Insert one (1) piece of folded Multipurpose 70gsm paper legal size (216mm x 330mm) in a mailing envelope of at least 5% of the sample submitted;
 2. Moisten the gum with a wet sponge, press the front seal to develop a bond and wait for a maximum of 3 minutes to allow the gum to dry.

Result: No significant alteration in the appearance of the seal.

- One (1) box with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

PACKAGING

- One (1) box [500 pieces per box]
- Additional Requirement on Packaging, refer to the attached Annex "A"

MARKING/LABELING

- Shall conform with the minimum Marking and Labeling Requirements under Article 77 of Republic Act 7394 (Consumer Act of the Philippines) whichever is/are applicable among those requirements to this item.

REFERENCES

- *None*

