

Technical Requirements for
RECORD BOOK, 300 PAGES

PRODUCT SPECIFICATIONS

- Leaves/pages shall be white bond, non-blot:
 - Basis Weight (-5%): 55gsm
 - Thickness (min.): 0.07mm
 - Size (min.): 265mm x 205mm (L x W)
 - Machine pre-numbered pages
 - 300 pages min.
- Cover:
 - Material: Laminated Chipboard
 - Thickness (min.): 1.5mm
 - Size (min.): 278mm x 214mm (L x W)
- Margins
 - Top (-2mm): 25mm
 - Bottom (± 4 mm): 8mm
 - Left/Right: Manufacturer's Standard
- Number of spaces (min.): 37
- Writing lines shall be printed on both pages of each sheet
- Durable smyth sewn binding
- With "Official Record Book" printed on the outside of the front cover

EVIDENCE and VERIFICATION

- **In-House Test:**
 - Leaves/pages shall be white bond, non-blot:
 - A 0.5mm-needle point sign pen shall not blot when used on the paper.
 - Determine the basis weight of a sheet by using a digital weighing scale:
 - Basis Weight (-5%): 55gsm
 - Determine the thickness of a sheet by using a digital micrometer:
 - Thickness (min.): 0.07mm
 - Determine the dimension by using a steel ruler:
 - Size (min.): 265mm x 205mm (L x W)



- Machine pre-numbered pages
- 300 pages min.
- o Cover:
 - Material: Laminated Chipboard
 - Determine the thickness of the cover using a digital micrometer:
 - Thickness (min.): 1.5mm including lamination
 - Determine the dimension of the cover by using a steel ruler:
 - Size (min.): 278mm x 214mm (L x W)
- o Margins
 - Determine the dimension by using a steel ruler:
 - Top (-2mm): 25mm
 - Bottom (± 4 mm): 8mm
 - Left/Right: Manufacturer's Standard
 - Number of spaces (min.): 37
- o To verify the Smyth sewn binding:
 - Destruct the binding of the record book, then remove the glued part to see the Smyth sewn binding.
- o Writing lines shall be printed on both pages of each sheet
- o With "Official Record Book" printed on the outside of the front cover
- Three (3) books and one (1) piece sample of packaging with marking/labeling shall be provided by the bidder during the submission of additional post-qualification documents for verification of the product specifications.

PACKAGING

- Ten (10) books per bundle or Standard packaging of the manufacturer
- 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