

# COMMON-USE ITEMS and EQUIPMENT

PS STANDARD No. OS 017:2014

UNSPSC Code: 44121615-ST-S01

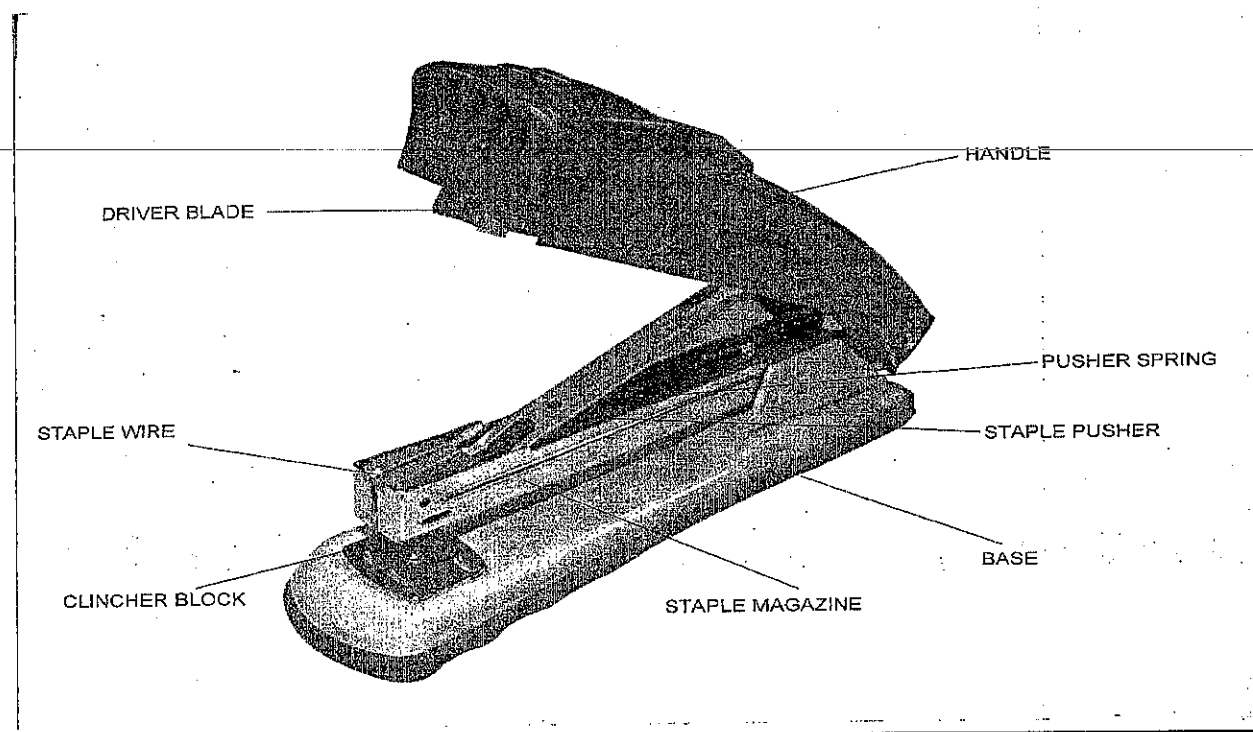
## TECHNICAL SPECIFICATIONS

### STAPLER, standard type

Loading Capacity: 200 staples (min)
One time binding capacity of 2-20 sheets multi-purpose paper (70gsm)
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 easy
The stapler shall be constructed that the staple wire will not jam or drop out during stapling
The base shall be 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 received 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:
Packaging: Eight (8) pieces per pack, in individual box
Reference: PNS 1561:2008

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## ILLUSTRATION



## **PERFORMANCE TEST**

### 1. One (1) Time Binding Capacity

#### 1.1 Procedure:

- 1.1.1 Prepares 2-20 sheets of 70gsm dry Multi-Purpose Paper forms at least 1.5" x 1.5" in dimension and numbered accordingly as to the no. of sheets
- 1.1.2 Using an approved sample staple wire, conduct one (1) time binding on all sheets in chronological order, starting with 2 sheets up to 20 sheets.
- 1.1.3 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 wires 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) samples must pass the test

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## 2. Binding Performance Test.

### 2.1 Procedure:

2.1.1 Prepare ten (10) sets of 14 sheets 70gsm dry Multi-Purpose Paper forms at least 1.25" x 8" in dimension and numbered accordingly as to the no. 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 per lacing shall be provided 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) samples must pass the test.

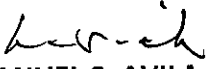
## TESTING PROCEDURE

- 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. Staple wire to be used for the test shall be randomly picked from the Procurement Service's current inventory and shall be replaced by the bidder
- 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.




- g. The bidders' authorized representatives shall conduct the performance test. However, if the authorized representatives disagree to conduct the test themselves, then their right to question the testing procedure and the test results shall be waived.

**TECHNICAL SPECIFICATIONS REVIEW COMMITTEE:**

  
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