


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: Administrative Division	PR No. <u>021-10-172 (2022)</u>	Date: <u>October 5, 2021</u>
Section:	SAI No.	Date:




Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>Procurement of Copy Paper (Long 8.5" x 13") for CY 2022 with Office of the Solicitor General (OSG) logo (blue) printed at the back</p> <p>Size: 8.5" x 13" Quantity: 9000 reams Physical Property (Minimum Requirement): Weight: 70 GSM Brightness: 90% Opacity: 90%</p> <p>Delivery Term: *The Supplier shall undertake an initial delivery of One Thousand (1,000) reams in June 2022. *The balance shall be delivered within Five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered.</p> <p align="center"><i>Attached: Memorandum from ASG Anna Esperanza R. Solomon and Approved Terms of Reference (TOR) from Technical Working Group of the Copy Paper for the year 2022</i></p>	1	Php 3,000,000.00 VAT INCLUDED	Php 3,000,000.00

FUNDS AVAILABLE:
FY 2022
NEP

BERNADETTE M. LIM
DIRECTOR IV



Amount in Words: **Three Million Pesos Only** Php **3,000,000.00**

Purpose: **For Bidding (Early Procurement Activity FY 2022)**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON	EDITHA R. BUENDIA	ASG MARISSA B. DELA CRUZ - GALANDINES
Administrative Officer V	OIC-Director IV, HRMAS	Officer-in Charge, HoPE