

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

OFFICE OF THE
DIRECTOR IV
2022
3.28

Department: **Administrative Division** PR No. **022-11-209 (2023)** Date: **November 8, 2022**
Section: SAI No. Date:




Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount										
	lot	Procurement of Long (8.5" x 13") Copy Paper for CY 2023 <i>Technical Specification:</i> Copy Paper with Office of the Solicitor General (OSG) logo printed at the back <table border="1"> <thead> <tr> <th>Physical Property</th> <th>Minimum Requirement</th> </tr> </thead> <tbody> <tr> <td>Weight</td> <td>70GSM</td> </tr> <tr> <td>Size</td> <td>8.5" x 13" long</td> </tr> <tr> <td>Brightness %</td> <td>90</td> </tr> <tr> <td>Opacity %</td> <td>90</td> </tr> </tbody> </table> Quantity Required: 10,400 reams long Delivery Term: The Supplier shall undertake an initial delivery of 1,000 reams long within fifteen (15) days from receipt of the Notice to Proceed (NTP) The balance shall delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered. Payment: Payment shall be made for every billing within 30 days upon approval of the Inspection and Acceptance Report (IAR) <i>Please see attached Terms of Reference (TOR):</i> <ol style="list-style-type: none"> I. Technical Specification II. Evidence and Verification III. Deliveries IV. Testing of Copy Paper V. Payment <i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group of the Copy Paper for the FY 2023</i>	Physical Property	Minimum Requirement	Weight	70GSM	Size	8.5" x 13" long	Brightness %	90	Opacity %	90	1	Php 3,000,000.00 VAT INCLUDED	Php 3,000,000.00
Physical Property	Minimum Requirement														
Weight	70GSM														
Size	8.5" x 13" long														
Brightness %	90														
Opacity %	90														

FUNDS AVAILABLE:

BERNADETTE M. LIM
DIRECTOR IV

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

Purpose: **For Bidding (Early Procurement Activity FY 2023)**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON	EDITHA R. BUENDIA	MENARDO I. GUEVARRA
Administrative Officer V	Director IV, HRMAS	Solicitor General