

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

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| Department: Administrative Division | PR No. 022-11-213 (2023) | Date: November 9, 2022 |
| Section: | SAI No. | Date: |

| Stock No. | Unit | Item Description | Qty | Estimated Unit Cost | Estimated Amount |
|-----------|------|--|-----|---|------------------|
| | lot | <p>PROCUREMENT OF SUPPLY AND DELIVERY OF TONERS WITH FREE USE OF PRINTERS FOR FY 2023</p> <p>Inclusions:</p> <p>No. of Toner: 364 units of Toner Cartridge (9,200-page yield each at 5% print coverage), 18 pcs of each CMYK toners (72) or 2 sets of CMYK Toner per colored printer</p> <p>No. of Printer: Ninety -One (91) units Network Ready Monochrome Laser Printer and Nine (9) Network Ready Colored Laser Printer.</p> <p>Technician: One (1) in-house technician who will report to OSG CMS for 8 hours per day; 5 days per week (Monday -Friday) that will be the single point of contact for customer support</p> <p><i>OSG shall require the BIDDER to provide a printer with genuine or Original Equipment Manufacturer (OEM) consumables.</i></p> <p><i>Please see attached Terms of Reference:</i></p> <ol style="list-style-type: none"> I. Rationale II. Approved Budget of the Contract III. Bidder's Qualification Requirements IV. Scope of Work V. Technical Requirements - Printer Specification <ol style="list-style-type: none"> 1. Network Ready Monochrome Laser Printer specifications 2. Network Ready Colored Printer specifications VI. Other Deliverables VII. Printer Distribution VIII. Other Projects Requirements if Awarded the Contract <ol style="list-style-type: none"> A. Pre-Installation B. Actual Installation C. Configuration D. Implementation E. Maintenance IX. Duties and Responsibilities of OSG X. Pre-Termination of the Contract XI. Extension Clause XII. Warranties and Deliveries of the Contractor XIII. Health Protocol <p><i>Attached: Memorandum from TWG Chairperson Dir. IV Eduardo Alejandro O. Santos and Approved Terms of Reference from the Technical Working Group</i></p> | 1 | Php 4,000,000.00 <small>VAT INCLUDED</small> | Php 4,000,000.00 |


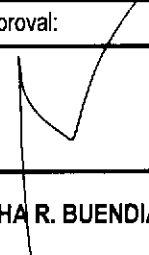
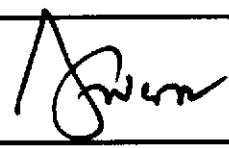

FUNDS AVAILABLE:



BERNADETTE M. LIM
DIRECTOR IV

Amount in Words: **Four Million Pesos Only** Php 4,000,000.00

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

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