

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)


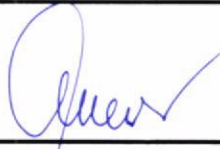
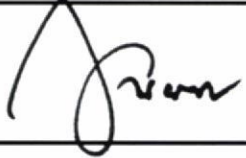
Department: Administrative Division	PR No. 023-10-176 (2024)	Date: October 4, 2023
Section:	SAI No.	Date:

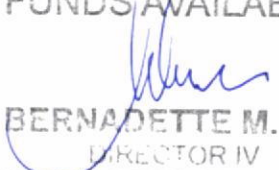
Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME)</p> <p><i>Quantity:</i> Forty Seven (47) units</p> <p>Technical Specifications:</p> <p><i>Type:</i> Digital Multifunction Copier (Monochrome)</p> <p><i>Speed:</i> 44 High End units: 43 ppm, A4 or higher 3 Super High End units: 60 ppm or higher</p> <p><i>Memory:</i> High-end copiers: At least 1GB RAM Super High-end copiers: At least 5GB RAM</p> <p><i>Hard Drive/SSD:</i> Super High-end copiers: At least 256GB</p> <p><i>Connectivity:</i> High-end Copiers: 1,000 Base-T / 100 Base-TX/ 10 Base-T, Wireless LAN (IEEE802.11 b / g / n), Wi-Fi Direct Connection, USB 2.0 (Host) x2, USB 2.0 (Device) x1</p> <p>Super High-end Copiers: 1,000 Base-T / 100 Base-TX/ 1 Base-T, Wireless LAN (IEEE802.11 b / g / n), USB 2.0 (Host x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1</p> <p><i>Paper Supply Capacity:</i> Minimum of 2 paper cassettes per machine (550 sheets x 2)</p> <p><i>Output Tray Capacity:</i> High-end Copiers: At least 150 sheets Super High-end Copiers: At least 250 sheets</p> <p><i>Throughput Capacity:</i> Can accommodate both short and long bond paper. Up to A3 size for the super high-end copiers.</p> <p><i>Duplex:</i> Single-pass duplex scanning for high-end and super high-end machines</p> <p><i>Method of Printing:</i> Multifunctional Laserjet</p> <p><i>Feeder:</i> 2 Sided Automatic Reversing Feeder</p> <p><i>Print Resolution:</i> 600 x 600 dpi (minimum) for high-end copiers 1200 x 1200 dpi for super high-end copiers</p> <p><i>Machine Condition:</i> Brand new with zero meter reading</p> <p><i>Output Sorter:</i> With automatic separator / finisher (built-in)</p> <p>Delivery Term:</p> <p>The forty seven (47) units of digital multifunction copiers must be delivered within thirty (30) days from receipt of the Notice to Proceed.</p> <p>Other Requirements:</p> <p>With two (2) regular full-time operators/technicians reporting to the OSG, Monday to Friday, from 8:00 A.M. to 5:00 PM without any cost or payment on the part of the OSG.</p>	1	Php 6,500,000.00 VAT INCLUSIVE	Php 6,500,000.00

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		<p><i>Please see attached Terms of Reference (TOR):</i></p> <ul style="list-style-type: none"> I. Rationale; II. Approved Budget for the Contract III. Responsibilities of Suppliers; IV. Payment Scheme; V. Contract Period; VI. Contract Extension; VII. Penalties for Breach of Contract; VIII. Termination of Contract; and IX. Reservation and Confidentiality Clause. <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for the Lease of Digital Multifunction Copier</i></p>			

Amount in Words: **Six Million Five Hundred Thousand Pesos Only** Php 6,500,000.00

Purpose: **For Bidding (Early Procurement Activity for FY 2024)**

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

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

WOP FY 2024