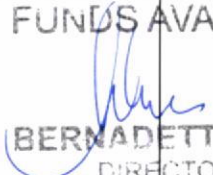



PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)


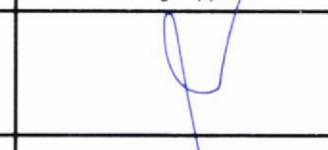
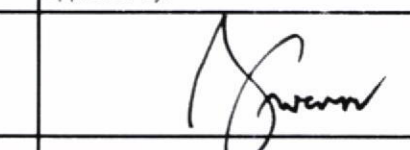
Department: **Administrative Division** PR No. 023-10-181 (2024) Date: October 17, 2023
Section: _____ SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																								
	lot	<p>Procurement of Long (8.5" x 13") and Short (8.5" x 11") Copy Paper for CY 2024</p> <p><i>Technical Specification:</i> Copy Paper with Office of the Solicitor General (OSG) logo printed at the back</p> <table border="1"> <thead> <tr> <th>Physical Property</th> <th>Minimum Requirement</th> <th>Maximum Requirement</th> </tr> </thead> <tbody> <tr> <td>Weight</td> <td>70GSM</td> <td>NA</td> </tr> <tr> <td>Size</td> <td>8.5" x 13" long and 8.5" x 11" short</td> <td>NA</td> </tr> <tr> <td>Brightness %</td> <td>90</td> <td>NA</td> </tr> <tr> <td>Opacity %</td> <td>90</td> <td>NA</td> </tr> <tr> <td>Thickness, mm</td> <td>0.08 mm</td> <td>NA</td> </tr> <tr> <td>Stiffness, MD, μN.m</td> <td>250</td> <td>NA</td> </tr> <tr> <td>Dirt Count, mm^2/m^2</td> <td>NA</td> <td>15</td> </tr> </tbody> </table> <p>Quantity Required: 21,000 reams (Long, 8.5" x 13") 1,000 reams (Short, 8.5" x 11")</p> <p>Delivery Term: The Supplier shall undertake an initial delivery of 2,000 reams long copy paper and 100 reams short copy paper within fifteen (15) days from receipt of the Notice to Proceed (NTP).</p> <p>The balance shall be delivered within five (5) days upon request by OSG, until the total quantity ordered is fully delivered, which shall not be beyond March 31, 2025. Full delivery must be completed within 12 months after the first delivery date</p> <p>Payment: Payment shall be made for every billing within 30 days upon approval of the Inspection and Acceptance Report (IAR)</p> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> I. Technical Specification II. Qualification of the Contractor III. Evidence and Verification IV. Deliveries V. Testing of Copy Paper VI. Payment <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group of the Copy Paper for the FY 2024</i></p>	Physical Property	Minimum Requirement	Maximum Requirement	Weight	70GSM	NA	Size	8.5" x 13" long and 8.5" x 11" short	NA	Brightness %	90	NA	Opacity %	90	NA	Thickness, mm	0.08 mm	NA	Stiffness, MD, μ N.m	250	NA	Dirt Count, mm^2/m^2	NA	15	1	Php 6,000,000.00 VAT INCLUDED	Php 6,000,000.00
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FUNDS AVAILABLE:

BERNADETTE M. LIM
DIRECTOR IV

OCT 24 2023


Amount in Words: **Six Million Pesos Only** Php **6,000,000.00**
Purpose: **For Bidding (Early Procurement Activity 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