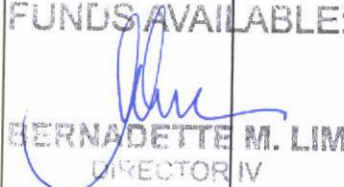


PURCHASE REQUEST
 OFFICE OF THE SOLICITOR GENERAL
 (Agency)



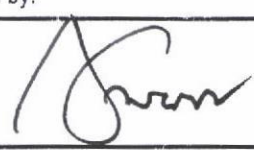
By: _____ Department: **Administrative Division** PR No. 024-09-201 (EPA2025) Date September 27, 2024
 Section: _____ SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																		
	lot	<p>Procurement of Long (8.5" x 13") and A4 (8.3" x 11.7") Copy Paper for CY 2025</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 / 8.3" x 11.7" A4</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, mm² /m²</td> <td>NA</td> <td>15</td> </tr> </tbody> </table> <p>Quantity Required: 21,000 reams (Long, 8.5" x 13") 2,000 reams (A4, 8.3" x 11.7")</p> <p>Delivery Term: The Supplier shall undertake an initial delivery of 2,000 reams long copy paper and 200 reams A4 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 of the OSG, until the total quantity ordered shall be fully delivered, which shall not be beyond March 31, 2026. 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 2025</i></p>	Physical Property	Minimum Requirement	Maximum Requirement	Weight	70GSM	NA	Size	8.5" x 13" long / 8.3" x 11.7" A4	NA	Thickness, mm	0.08 mm	NA	Stiffness, MD, μN.m	250	NA	Dirt Count, mm ² /m ²	NA	15	1	Php 6,110,000.00 VAT INCLUDED	Php 6,110,000.00
Physical Property	Minimum Requirement	Maximum Requirement																					
Weight	70GSM	NA																					
Size	8.5" x 13" long / 8.3" x 11.7" A4	NA																					
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Dirt Count, mm ² /m ²	NA	15																					

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Six Million One Hundred Ten Thousand Pesos Only** Php **6,110,000.00**

Purpose: **For Bidding (Early Procurement Activity FY 2025)**

Prepared By:	Recommending Approval:	Approved by:
		
ANGELITO E. FRIAS	EDITHA R. BUENDIA	MENARDO I. GUEVARRA
Administrative Officer IV	Director IV, HRMAS	Solicitor General