

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: **Administrative Division** PR No. 024-09-203 (EPA2025) Date: September 27, 2024
 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 of brand-new digital multifunction copiers (Monochrome)</p> <p>Technical Specifications: <i>Type:</i> Heavy-duty Digital Multifunction Copier (Monochrome) <i>Speed:</i> 44 High-end units: 45 ppm, A4 or higher 3 Super High End units: 60 ppm or higher <i>Memory:</i> High-end copiers: At least 1 GB RAM Super High-end copiers: At least 5 GB RAM <i>Hard Drive/SSD:</i> Super High-end copiers: At least 256 GB <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 Connection, USB 2.0 (Host) x2, USB 2.0 (Device) x1 Super High-end Copiers: 1,000 Base-T / 100 Base-TX/ 10 Base-T, Wireless LAN (IEEE802.11 b / g / n), USB 2.0 (Host x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1 <i>Paper Supply Capacity:</i> Minimum of 2 paper cassettes per machine (500 sheets x 2) <i>Output Tray Capacity:</i> High-end Copiers: At least 150 sheets Super High-end Copier: At least 250 sheets <i>Throughput Capacity:</i> Can accommodate both short and long bond paper. Up to A3 size for the super high-end copiers. <i>Duplex:</i> Single-pass duplex scanning for high-end and super high-end machines <i>Method of Printing:</i> Multifunctional Laserjet <i>Feeder:</i> 2 Sided Automatic Reversing Feeder <i>Print Resolution:</i> 600x600 dpi (minimum) for high-end copiers 1200 x 1200 dpi for super high-end copiers <i>Machine Condition:</i> Brand new with zero meter reading <i>Output Sorter:</i> With automatic sorter/ separator / finisher (built-in or not) <i>Others:</i> *With reduction/enlargement function; *With network printing and scanning capability *With free monthly maintenance service, parts and consumables; *With at least 1 back-up toner cartridge for each photocopying machine (excluding the ones installed on the machines) to be delivered within 30 days from receipt of the Notice to Proceed and regularly replenished within 15 days from use;</p>	1	Php 6,500,000.00 VAT INCLUSIVE	Php 6,500,000.00


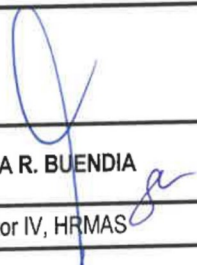
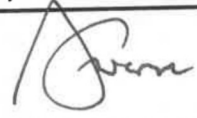
Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		<p>Delivery Term: The forty seven (47) units of digital monochrome must be delivered within thirty (30) days from receipt of the Notice to Proceed.</p> <p>Other Request: With two (2) regular full-time operators/technicians reporting 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> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> I. Rationale; II. Approved Budget for the Contract III. Billing and Payment Schedule; IV. Liability and Guarantees; V. Obligations of the Parties; VI. Contract Term and Extension; VII. Contract Termination; VIII. Liquidated Damages; IX. Confidentiality and Non-disclosure Agreement; and X. Other Provisions <p><i>Attached: Memorandum from SSS Joel Villaseran, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for the Lease of Digital Multifunction Copier</i></p>			

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

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

Purpose: **For Bidding (Early Procurement Activity for 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