

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL

(Agency)

SOLICITOR GENERAL
RECEIVED
21 OCT 2024
FINANCIAL MANAGEMENT SERVICE
By: *JN 4-14-24*

Department: **CASE MANAGEMENT SERVICE** PR No. **024-10-233 (EPA2025)** Date: **October 18 2024**
Section: *202* *Tex* *29* SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
-----------	------	------------------	-----	---------------------	------------------

	lot	<p>PROCUREMENT OF ICT EQUIPMENT:</p> <p>Supply and Delivery of Document Scanners</p> <p><i>To improved team cooperation. Through this program, the OSG hopes to realize long-term cost savings, increased data security, and improved decision-making capabilities, eventually supporting its purpose of providing efficient and high-quality services.</i></p> <p>Inclusions: Quantity</p> <p><i>Hi Resolution Document Scanner (110ppm)</i> 3 units</p> <p><i>Compact A3 Hi Resolution Document Scanner (60ppm)</i> 30 units</p> <p><i>Compact Document Scanner (45ppm)</i> 20 units</p> <p>Specific Requirements for Document Scanners</p> <p>Other Warranty and After-Sales Requirements</p> <p><i>a. Immediate replacement of the equipment and/or its parts.</i></p> <p><i>b. The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.</i></p> <p><i>c. In case of outside repair within the 3-year warranty period, the winning Bidder shall provide a service unit to the OSG.</i></p> <p><i>d. For the two immediately preceding items, the Bidder must submit Proof of Warranty as part of the technical component.</i></p> <p><i>Please see attached Terms of Reference (TOR):</i></p> <p><i>I. Scope</i></p> <p><i>II. Approved Budget for the Contract (ABC)</i></p> <p><i>III. Payment</i></p> <p><i>IV. Delivery</i></p> <p><i>V. Qualification of the Supplier</i></p> <p><i>VI. Other provisions of RA 9184</i></p> <p><i>VII. Technical Specifications</i></p> <p><i>Attached: Memorandum from TWG Chairperson ASG Gilbert U. Medrano and Approved Terms of Reference from the Technical Working Group for Procurement of ICT Equipment</i></p>	1	Php 9,840,000.00 VAT INCLUDED	Php 9,840,000.00
--	-----	--	---	----------------------------------	------------------

FUNDS AVAILABLE:

[Signature]

BERNADETTE M. LIM
DIRECTOR IV

Amount in Words: **Nine Million Eight Hundred Forty Thousand Pesos Only** Php 9,840,000.00

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

Prepared By:	Recommending Approval:	Approved by:
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
ANGELITO E. FRIAS Administrative Officer V	EDITHA R. BUENDIA Director IV, HRMAS	MENARDO I. GUEVARRA Solicitor General

