


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)


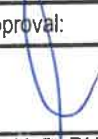

Department: **Administrative Division** PR No. 024-10-225 (EPA2025) Date: October 18, 2024
 Section: _____ SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>SUPPLY AND DELIVERY OF TONERS WITH FREE USE OF PRINTERS FOR FY 2025</p> <p><i>OSG sets a specific requirement for the bidder to furnish a printer equipped with genuine or Original Equipment Manufacturer (OEM) consumables.</i></p> <p>Inclusions:</p> <p>No.of Toner: 395 units (388 + 7 spoilage) of Toner Cartridge (11,000-page yield each at 5% print coverage), 18 sets of each colored toner (Cyan, Magenta, Yellow), except for Black at 22pcs, and OEM printing supplies (drum kits, etc.).</p> <p>No.of Printer: One Hundred Eight (108) units of Brand New Network Ready Monochrome Laser Printers and Nine (9) Brand New Network Ready Colored Laser Printer.</p> <p>Technician: Two (2) in-house technicians The 1st technician will report to the OSG CMS for 8 hours per day; 5 days per week (Monday -Friday) that will be the point of contact for customer support in the OSG MAIN building. The 2nd technician will report to the CONVERGYS ONE building every Monday, Wednesday and Friday (MWF) and will be the point of contact for customer support in the OSG CONVERGYS ONE. On-call technician should be on standby on days that the provided technician is unavailable. The in-house technicians shall be assigned as the point of contact for on-site/end-user support and monitoring of printer machines per building assigned.</p> <p><i>Please see attached Terms of Reference:</i></p> <ol style="list-style-type: none"> I. Rationale II. Approved Budget of the Contract III. Bidder's Qualification Requirements IV. Contract Period V. Scope of Work VI. Technical Requirements - Printer Specification VII. Other Deliverables VIII. Printer Distribution IX. Other Projects Requirements if Awarded the Contract X. Duties and Responsibilities of OSG XI. Pre-Termination of the Contract XII. Extension Clause XIII. Warranties on Toners XIV. Deliveries of the Contractor <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for Managed Printing.</i></p>	1	Php 4,636,000.00 VAT INCLUDED	Php 4,636,000.00

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Four Million Six Hundred Thirty Six Thousand Pesos Only** Php 4,636,000.00

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

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