

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**

(Agency)

Department: **CASE MANAGEMENT SERVICE**

PR No. 024-11-267 (EPA2025) Date: November 29, 2024

Section:

SAI No.



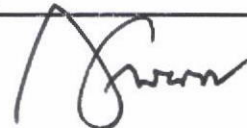
Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p><b>PROCUREMENT OF ICT EQUIPMENT:</b>  <b>Supply and Delivery of Corporate Laptops</b>                      Quantity: 118 units                      Objective  <i>The ICT equipment to be procured are lightweight laptop computers that will be used by OSG personnel who are performing technical, legal and administrative functions that require average mobility, flexibility, and responsiveness.</i>  <b>Specific Requirements for Corporate Notebook PC</b></p> <ol style="list-style-type: none"> <li>The brand offered by the bidder must be included in the latest Top 4 of IDC's Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer.</li> <li>The winning Bidder shall replace a factory defective unit with a new unit with the same technical specifications within 30 days upon delivery of the item. During the repair period, the winning bidder shall provide a service unit with the same technical specifications.</li> <li>In case of outside repair within the 3-year warranty period, the winning bidder shall provide a service unit to the OSG.</li> <li>For the two immediately preceding items, the Bidder must submit Proof of Warranty as part of the technical component.</li> </ol> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> <li>Scope</li> <li>Approved Budget for the Contract (ABC)</li> <li>Payment</li> <li>Delivery</li> <li>Qualification of the Supplier</li> <li>Other provisions of RA 9184</li> <li>Technical Specifications</li> </ol> <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 7,670,000.00 VAT INCLUDED	Php 7,670,000.00

FUNDS AVAILABLE:  
  
**BERNADETTE M. LIM**  
DIRECTOR IV

Amount in Words **Seven Million Six Hundred Seventy Thousand Pesos Only** Php 7,670,000.00

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

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