

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

(Agency)


Department: **Administrative Division**

PR No. 024-10-225 (EPA2025) Date: October 18, 2024

Section:


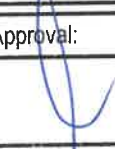

SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p><b>SUPPLY AND DELIVERY OF TONERS WITH FREE USE OF PRINTERS FOR FY 2025</b></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: <b>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.).</b></p> <p>No. of Printer: <b>One Hundred Eight (108) units of Brand New Network Ready Monochrome Laser Printers and Nine (9) Brand New Network Ready Colored Laser Printer.</b></p> <p>Technician: <b>Two (2) in-house technicians</b>                      The <b>1st technician</b> will report to the <b>OSG CMS</b> for 8 hours per day; 5 days per week (Monday -Friday) that will be the point of contact for customer support in the <b>OSG MAIN</b> building.                      The <b>2nd technician</b> will report to the <b>CONVERGYS ONE</b> building every <b>Monday, Wednesday and Friday (MWF)</b> and will be the point of contact for customer support in the <b>OSG CONVERGYS ONE</b>. On-call technician should be on standby on days that the provided technician is unavailable.                      The in-house technicians shall be assigned <b>as the point of contact</b> 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"> <li>I. Rationale</li> <li>II. Approved Budget of the Contract</li> <li>III. Bidder's Qualification Requirements</li> <li>IV. Contract Period</li> <li>V. Scope of Work</li> <li>VI. Technical Requirements - Printer Specification</li> <li>VII. Other Deliverables</li> <li>VIII. Printer Distribution</li> <li>IX. Other Projects Requirements if Awarded the Contract</li> <li>X. Duties and Responsibilities of OSG</li> <li>XI. Pre-Termination of the Contract</li> <li>XII. Extension Clause</li> <li>XIII. Warranties on Toners</li> <li>XIV. Deliveries of the Contractor</li> </ol> <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:
 <b>ANGELITO E. FRIAS</b> Administrative Officer V	 <b>EDITHA R. BUENDIA</b> Director IV, HRMAS	 <b>MENARDO I. GUEVARRA</b> Solicitor General