


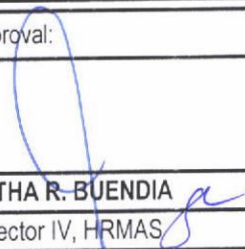
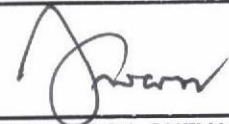
PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: Administrative Division	PR No. 024-11-262A	Date: November 4, 2024
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>CONTRACT EXTENSION FOR THE LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME)</p> <p>Duration: November 2024 to February 2025</p> <p>Quantity: Forty-Seven (47) units</p> <p align="center">Technical Specifications:</p> <p>Type: Heavy-duty Digital Multifunction Copier (Monochrome)</p> <p>Speed: 44 High-end units: 45 ppm, A4 or higher 3 Super High End units: 60 ppm or higher</p> <p>Memory: High-end copiers: At least 1 GB RAM Super High-end copiers: At least 5 GB RAM</p> <p>Hard Drive/SSD: Super High-end copiers: At least 256 GB</p> <p>Connectivity: 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</p> <p>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</p> <p>Paper Supply Capacity: Minimum of 2 paper cassettes per machine (500 sheets x 2)</p> <p>Output Tray Capacity: High-end Copiers: At least 150 sheets Super High-end Copier: At least 250 sheets</p> <p>Throughput Capacity: Can accommodate both short and long bond paper. Up to A3 size for the super high-end copiers.</p> <p>Duplex: Single-pass duplex scanning for high-end and super high-end machines</p> <p>Method of Printing: Multifunctional Laserjet</p> <p>Feeder: 2 Sided Automatic Reversing Feeder</p> <p>Print Resolution: 600x600 dpi (minimum) for high-end copiers 1200 x 1200 dpi for super high-end copiers</p> <p>Machine Condition: Brand new with zero meter reading</p> <p>Output Sorter: With automatic sorter/ separator / finisher (built-in or not)</p> <p>Others:</p> <ul style="list-style-type: none"> *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>Other Inclusion:</p> <p>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>Attached: Memorandum from CAO Jessica L. Castro</p>	1	Php 1,366,000.00 VAT INCLUSIVE	Php 1,366,000.00

Amount in Words: **One Million Three Hundred Sixty-Six Thousand Pesos Only** Php 1,366,000.00

Purpose: **For renewal of regular and recurring services**

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