

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

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12 JAN 2026
FINANCIAL MANAGEMENT SERVICE
YcVc 1.52

Department: **ADMINISTRATIVE DIVISION** PR No. 026-01-010 Date: January 19, 2026
Section: **PROPERTY AND SUPPLY SECTION** SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
1	UNIT	<p>CONTRACT EXTENSION FOR THE PROCUREMENT OF SUPPLY & DELIVERY OF ADDITIONAL TONERS WITH FREE USE OF PRINTER</p> <p>Duration: February 2026</p> <p>47 Units of W9024MC Black Toner Cartridge for Monochrome Printer</p> <p>With One Hundred Eight (108) units Brand New HP LaserJet Managed Printer (Model:HP E40040dn)</p> <p>With Nine (9) units Brand New Network Ready HP Color LaserJet Managed Printer (Model:HP E45028dn)</p> <p>With Two (2) in-house technicians</p> <ul style="list-style-type: none"> -The 1st technician will report to the OSG CMS for 8 hours per day, 5days per week, (Monday to Friday). -The 2nd technician will report to the CONVERGYS ONE building every (Monday, Wednesday and Friday). <p align="center">Attached: Letter signed by CAO Jessica L. Castro, Administrative Division.</p>	47	Php 9,700.00	Php 455,900.00

FUNDS AVAILABLE:


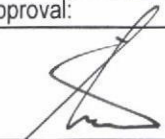
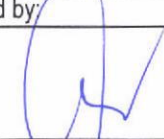
RYAN C. THOMAS
Director IV
Financial Management Service

Noted by:

DARLENE MARIE B. BERBERABE
Solicitor General

Amount in Words: **FOUR HUNDRED FIFTY FIVE THOUSAND NINE HUNDRED PESOS ONLY** Php 455,900.00

Purpose: **For the use of OSG Employees**

Prepared By:	Recommending Approval:	Approved by:
		
GIRLIE V. DALANON AOV- Property and Supply Section	JESSICA L. CASTRO CAO-Administrative Division	EDITHA R. BUENDIA Director IV-HRMAS