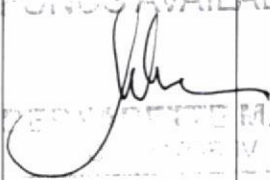


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)



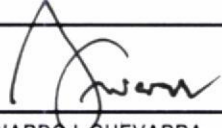
| | | |
|--|--------------------------|------------------------|
| Department: Administrative Division | PR No. <u>023-10-198</u> | Date: October 17, 2023 |
| Section: | SAI No. | Date: |

| 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 2023 to January 2024</p> <p>Quantity: Forty-Four (44) units</p> <p style="text-align: center;">Technical Specifications:</p> <p>Type: Digital Multifunction Copier (Monochrome)</p> <p>Speed: 42 High-End Units: 45 copies per minute or higher 2 Super High-End Units: 60 copies per minute or higher</p> <p>Stocking Capacity: 2,000 to 3,000 sheets per machine</p> <p>Maximum Output Capacity: 200,000 copies per photocopying machine per month</p> <p>Feeder: 2-Sided Automatic Reversing Feeder</p> <p>Print Resolution: 600 x 600 dpi (minimum)</p> <p>Others: With reduction/enlargement capacity 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 machine) and regularly replenished within 15 days from use With finisher for 2 Super High-End Units With electronics sorting, grouping, offset for 42 High-End Units</p> <p><i>Other Specifications:</i> With one (1) regular full-time operator/technician reporting to the OSG Monday to Friday, without any cost or payment on the part of the OSG</p> <p><i>Attached: Memorandum from CAO Jessica L. Castro</i></p> | 1 | Php 1,338,798.72 VAT INCLUDED | Php 1,338,798.72 |

FUNDS AVAILABLE:

EDITHA R. BUENDIA
Director IV, HRMAS

Amount in Words: **One Million Three Hundred Thirty Eight Thousand Seven Hundred Ninety Eight Pesos and 72/100 Only** Php 1,338,798.72

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

| | | |
|---|---|---|
| Prepared By: | Recommending Approval: | Approved by: |
|  |  |  |
| SHERA JANE B. SOLON | EDITHA R. BUENDIA | MENARDO I. GUEVARRA |
| Administrative Officer V | Director IV, HRMAS | Solicitor General |