

**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
 (Agency)

Department: <b>Administrative Division</b>	PR No. <u>018-11-425</u>	Date: <u>11/5/2018</u>
Section:	SAI No. _____	Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	reams	<b>Purchase of:</b> Copy Paper with OSG print at the back One (1) color print, blue Minimum: Sub. 20, 70 gsm. Size: 8.5" x 13"	10,000		Php 2,038,560.00
	reams	Copy Paper with OSG print at the back One (1) color print, blue Minimum: Sub. 20, 70 gsm. Size: 8.5" x 11"	1,310		
Attached: Approved Terms of Reference (TOR)					
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p align="center"><b>FUNDS AVAILABLE:</b></p> <p align="center"><b>BERNADETTE M. LIM</b> DIRECTOR IV</p> <p align="right" style="color: blue;">NEP, FY 2019</p> </div>					
Amount in Words: <b>Two Million Thirty Eight Thousand Five Hundred Sixty Pesos Only</b>					Php 2,038,560.00
Purpose: <b>For Public Bidding (For FY 2019 Consumption)</b>					

OFFICE OF THE SOLICITOR GENERAL  
**RECEIVED**  
 NOV 14 2018  
 Time: 12:50 am By: \_\_\_\_\_  
 Control No.: \_\_\_\_\_



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Prepared By:	Recommending Approval:	Approved by:
 <b>GIRLIE V. DALANON</b> Administrative Officer V	 <b>ROSALINDA C. IBARRA</b> Director IV, HRMAS	 <b>JOSE C. CALIDA</b> Solicitor General