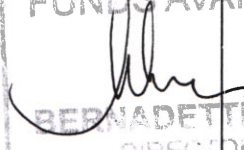


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

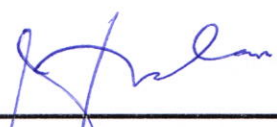
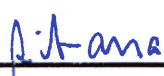
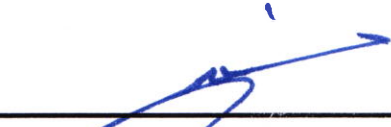
Department: Administrative Division	PR No. <u>020-10-131</u>	Date: <u>9-Oct-2020</u>
Section:	SAI No. _____	Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	year	Lease of Digital Multifunction Copiers (Monochrome) for FY 2021 <ul style="list-style-type: none"> - 38 high-end units, 45 copies/min or higher - 2 super high-end units, 60 copies/min or higher within maximum rate of 1.20 per copy - 12% VAT Inclusive - No minimum copy volume requirement - With one (1) regular full-time operator/technician from Monday to Friday <p>Others:</p> <ul style="list-style-type: none"> with reduction/enlargement capacity with network printing & 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) with finisher for 2 super high-end units with electronic sorting, grouping, offset for 38 high-end units <p>Attachments:</p> <ul style="list-style-type: none"> - Approved Terms of Reference 	1	Php 6,500,000.00	Php 6,500,000.00

FUNDS AVAILABLE:

BERNADETTE M. LIM
DIRECTOR IV

Amount in Words: **Six Million Five Hundred Thousand Pesos Only** Php 6,500,000.00

Purpose: **For Public Bidding**

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