

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
(Agency)

Department: **Administrative Division** PR No. 021-10-173 (2022) Date: October 6, 2021
Section: _____ SAI No. _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>Lease of Digital Multifunction Copiers (Monochrome) for FY 2022</p> <p>Quantity: Forty-Two (42) units</p> <p><i>Technical Specifications:</i> Type: Digital Multifunction Copier (Monochrome) Speed: 40 High-End Units: 45 copies per minute or higher 2 Super High-End Units: 60 copies per minute or higher Stocking Capacity: 2,000 to 3,000 sheets per machine Maximum Output Capacity: 200,000 copies per photocopying machine per month Feeder: 2-Sided Automatic Reversing Feeder Print Resolution: 600 x 600 dpi (minimum) Machine Condition: *Manufacturing date of the machine should not be more than 2 years from the date of bid submission, as evidenced by the Manufacturer's Certificate *Meter reading for High-End Units: not more than 300,000 copies per machine *Meter reading for Super High-End Units: not more than 600,000 copies per machine 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) to be delivered within 30 days from receipt of Notice to Proceed and regularly replenished within 15 days from use With finisher for 2 Super High-End Units With electronics sorting, grouping, offset for 40 High-End Units</p> <p><i>Delivery Term:</i> The forty-two (42) units of digital monochrome must be delivered within thirty (30) days from receipt of the Notice to Proceed</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 and Approved Terms of Reference (TOR) from Technical Working Group of the Copy Paper for the year 2022</i></p>	1	Php 6,500,000.00 VAT INCLUDED	Php 6,500,000.00

FUNDS AVAILABLE:
FY 2022
NEP
BERNADETTE M. LIM
DIRECTOR IV



OSG211014Y0004469

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

Purpose: **For Bidding (Early Procurement Activity FY 2022)**

Prepared By:	Recommending Approval:	Approved by:
SHERA JANE B. SOLON	EDITHA R. BUENDIA	ASG MARISSA B. DELA CRUZ - GALANDINES
Administrative Officer V	OIC-Director IV, HRMAS	Officer-in Charge, HoPE