

PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)

Department: Administrative Division	PR No. 021-11-202 (2022)	Date: November 26, 2021
Section:	SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p>SUPPLY & DELIVERY OF TONERS WITH PRINTER</p> <p>Toner: 364 units of Toner Cartridge (9,200-page yield each at 5% print coverage), 18 pcs of each CMYK toners (72) or 2 sets of CMYK Toner per colored printer</p> <p>No. of Printer: Ninety -One (91) units Network Ready Monochrome Laser Printer and Nine (9) Network Ready Colored Laser Printer.</p> <p>Technician: One (1) in-house technician who will report to OSG CMS for 8 hours per day; 5 days per week (Monday -Friday) that will be the single point of contact for customer support</p> <p><i>OSG shall require the BIDDER to provide the required printer with the corresponding genuine or Original Equipment Manufacturer (OEM) consumables.</i></p> <p><i>Please see attached Terms of Reference:</i></p> <p>A. Bidder's Qualification Requirements</p> <p>B. Scope of Work</p> <p>C. Technical Requirements - Printer Specification</p> <p style="padding-left: 20px;">I. Network Ready Monochrome Laser Printer specifications</p> <p style="padding-left: 20px;">II. Network Ready Colored Printer specifications</p> <p>D. Other Deliverables</p> <p>E. Printer Distribution</p> <p>F. Other Projects Requirements if Awarded the Contracts</p> <p style="padding-left: 20px;">I. Pre-Installation</p> <p style="padding-left: 20px;">II. Actual Installation</p> <p style="padding-left: 20px;">III. Configuration</p> <p style="padding-left: 20px;">IV. Implementation</p> <p style="padding-left: 20px;">V. Maintenance</p> <p>G. Duties and Responsibilities of OSG</p> <p>H. Pre-Termination of the Contract</p> <p>I. Extension Clause</p> <p>J. Terms of Payment</p> <p>K. Warranties and Deliveries of the Contractor</p> <p>K. Health Protocol</p> <p><i>Attached: Memorandum from TWG Chairperson Dir. IV Eduardo Alejandro O. Santos and Approved Terms of Reference from the Technical Working Group</i></p>	1	Php 3,714,000.00 <small>VAT INCLUDED</small>	Php 3,714,000.00

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
NOV 29 2021
 SECRETARIAT
 By: *[Signature]*
 Time: *3:53 pm*

FUNDS AVAILABLE:
[Signature]
BERNADETTE M. LIM
 DIRECTOR IV



OSG211129Y0005346

Amount in Words	Three Million Seven Hundred Fourteen Thousand Pesos Only	Php 3,714,000.00
Purpose:	For Bidding	

Prepared By:	Recommending Approval:	Approved by:
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>
SHERA JANE B. SOLON	EDITHA R. BUENDIA	JOSE C. CALIDA
Administrative Officer V	OIC-Director IV, HRMAS	Solicitor General