PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: Section:		Administrative Division PR No. SAI No.		022-11-236 (2023) Date: November 29, 2022 Date:				
Stock No.	Unit	Item Description		Qty	Estim	nated Unit Cost	Esti	mated Amount
lot		LEASE OF DIGITAL MULTIFUNCTION COPIERS (1	Php	6,500,000.00 VAT INCLUSIVE	Php	6,500,000.00	
		Quantity: Forty Two (42) units						
		Technical Specifications:						
		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 t	nigher					
	Stocking Capacity: 2,000 to 3,000 sheets per machine Maximum Output Capacity: 200,000 copies per photocopying machine per							
		maximum Output Capacity: 200,000 copies per photocopies month						
		Feeder: 2 Sided Automatic Reversing Feeder		'				
		Print Resolution: 600x600 dpi (minimum)						
		Machine Condition: *Manufacturing date of the machine should not be mo	ve than 2 years					
		from the date of bid submisison, as evidenced by the Certificate.						
		*Meter reading for High-End Units: not more than 300	,000 copies per					
		machine.						
		*Meter reading for Super High-End Units: not more th	an 600,000 copies					
		per machine						
		Others: *With reduction/enlargement capacity;						
		*With network printing and scanning capability						
		*With free monthly maintenance service, parts and co	insumables:					
İ		*With at least 1 back-up toner cartridge for each phot						
		(excluding the ones installed on the machines) to be						
		days from receipt of the Notice to Proceed and regula						
		*With finisher for 2 Super High-End Units.						
	*With electronic sorting, grouping, offset for 40 High-End Units.							
		Delivery Term:						
		The forty two (42) units of digital monochrome must be de (30) days from receipt of the Notice to Proceed.	elivered within thirty				:	
		Other Specifications:						
		With one (1) regular full-time operator/technician reporting Monday to Friday, without any cost or payment on the particle.						
		Please see attached Terms of Reference (TOR):						
		I. Rationale:						
		II. Ceiling/Maximum Rate per Copy;						
		III. Responsibilities of Suppliers;						
]	IV. Payment Scheme;						
	1	V. Place of Delivery;						
		VI. Contract Period;						
l		VII. Contract Extension;			1			
		VIII. Penalties for Breach of Contract;						
l		IX. Termination of Contract; and						
<u></u>	<u> </u>	X. Reservation Clause.			<u> </u>			

Stock No.	Unit			Item Description		Qty	Estimated Unit Cost	Estimated Amount	
				n from SSS Joel Villaseran, TWG Chairperson and Approved ference (TOR) from the Technical Working Group for the Lease Itifunction Copier					
Amount in Words: Six Million Five Hundred			n Five Hundred	Thousand Pesos Only				Php 6,500,000.00	
Purpose: For Bidding (Early Procurement Activity for FY 2023)									
Prepared By:			"	Recommending Approval:			Approved by:		
B							Man		
SHERA JANE B. SOLON			SOLON	EDITHA R. BUENDIA		/	MENARDO I. GUEVARRA		
Administrative Officer V			ficer V	Director IV, HRMAS			Solicitor General		

