


PURCHASE REQUEST
OFFICE OF THE SOLICITOR GENERAL
 (Agency)



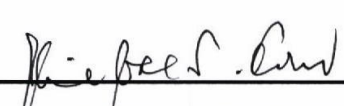
Department: **Administrative Division** PR No. 023-07-123 Date: July 10, 2023
 Section: _____ SAI No _____ Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount										
	lot	<p>Procurement of Long (8.5" x 13") Copy Paper for CY 2023</p> <p><i>Technical Specification:</i> Copy Paper with Office of the Solicitor General (OSG) logo printed at the back</p> <table border="1"> <thead> <tr> <th>Physical Property</th> <th>Minimum Requirement</th> </tr> </thead> <tbody> <tr> <td>Weight</td> <td>70GSM</td> </tr> <tr> <td>Size</td> <td>8.5" x 13" long</td> </tr> <tr> <td>Brightness %</td> <td>90</td> </tr> <tr> <td>Opacity %</td> <td>90</td> </tr> </tbody> </table> <p>Quantity Required: 11,000 reams long</p> <p>Delivery Term: The Supplier shall undertake an initial delivery of 1,000 reams long within fifteen (15) days from receipt of the Notice to Proceed (NTP)</p> <p>The balance shall delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered.</p> <p>Payment: Payment shall be made for every billing within 30 days upon approval of the Inspection and Acceptance Report (IAR)</p> <p><i>Please see attached Terms of Reference (TOR):</i></p> <ol style="list-style-type: none"> I. Technical Specification II. Qualifications of the Supplier III. Evidence and Verification IV. Deliveries V. Testing of Copy Paper VI. Payment <p><i>Attached: Memorandum and Terms of Reference (TOR) from Technical Working Group of the Copy Paper for FY 2023</i></p>	Physical Property	Minimum Requirement	Weight	70GSM	Size	8.5" x 13" long	Brightness %	90	Opacity %	90	1	Php 3,000,000.00 VAT INCLUDED	Php 3,000,000.00
Physical Property	Minimum Requirement														
Weight	70GSM														
Size	8.5" x 13" long														
Brightness %	90														
Opacity %	90														

FUNDS AVAILABLE:

BERNADETTE M. LIM
 DIRECTOR IV

Amount in Words: **Three Million Pesos Only** Php 3,000,000.00

Purpose: **For Bidding**

Prepared By:	Recommending Approval:	Approved by:
		
SHERA JANE B. SOLON	EDITHA R. BUENDIA	ASG ELAINE ROSE A. SANCHEZ-CORRO
Administrative Officer V	Director IV, HRMAS	Officer-in-Charge