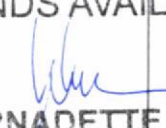


**PURCHASE REQUEST**  
**OFFICE OF THE SOLICITOR GENERAL**  
 (Agency)

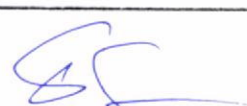

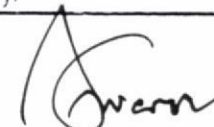
Department: **CASE MANAGEMENT SERVICE** PR No. 023-09-155 Date: September 11, 2023  
 Section: \_\_\_\_\_ SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount																				
	lot	<p><b>PROCUREMENT OF ICT EQUIPMENT:                      Supply and Delivery of Document Scanners</b></p> <p><i>Objective:</i></p> <ul style="list-style-type: none"> <li>To improve document management, ensure quick and secure access to essential information, and create improved team cooperation. The OSG hopes to realize long-term cost savings, increased data security, and improved decision-making capabilities, eventually supporting its purpose of providing efficient and high-quality services.</li> </ul> <p><i>Inclusions</i></p> <table border="1"> <thead> <tr> <th></th> <th>Quantity</th> <th>Unit Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Hi Resolution Document Scanner (110 ppm)</td> <td>3</td> <td>P 380,000.00</td> <td>P 1,140,000.00</td> </tr> <tr> <td>Compact A3 Hi-Resolution Document Scanner (60 ppm)</td> <td>3</td> <td>250,000.00</td> <td>750,000.00</td> </tr> <tr> <td>Compact Document Scanner (45 ppm)</td> <td>22</td> <td>60,000.00</td> <td>1,320,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>P 3,210,000.00</b></td> </tr> </tbody> </table> <p><b>Specific Requirements for Document Scanners</b></p> <p><i>Other Warranty and After-Sales Requirements</i></p> <ul style="list-style-type: none"> <li>Immediate replacement of the equipment and/or its parts</li> <li>The winning Bidder shall replace a factory defective unit with a new unit within 30 days upon delivery of the item.</li> <li>In case of outside repair within the 3-year warranty period, the winning Bidder shall provide a service unit to the OSG.</li> <li>For the two immediately preceding items, the Bidder must submit Proof of Warranty as part of the technical component.</li> </ul> <p>Please see attached Terms of Reference (TOR) for the following:</p> <p>Terms</p> <ol style="list-style-type: none"> <li>Scope</li> <li>ABC</li> <li>Payment</li> <li>Delivery</li> <li>Qualifications of the Supplier</li> <li>Other Provision</li> <li>Technical Specifications</li> </ol> <p><i>Attached: Memorandum and Terms of Reference (TOR) from Technical Working Group for ICT Equipment</i></p>		Quantity	Unit Cost	Total	Hi Resolution Document Scanner (110 ppm)	3	P 380,000.00	P 1,140,000.00	Compact A3 Hi-Resolution Document Scanner (60 ppm)	3	250,000.00	750,000.00	Compact Document Scanner (45 ppm)	22	60,000.00	1,320,000.00				<b>P 3,210,000.00</b>	1	Php 3,210,000.00 VAT INCLUSIVE	Php 3,210,000.00
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			<b>P 3,210,000.00</b>																						

**FUNDS AVAILABLE:**  
  
**BERNADETTE M. LIM**  
 DIRECTOR IV

Amount in Words: **Three Million Two Hundred Ten Thousand Pesos Only** Php 3,210,000.00

Purpose: **For Public Bidding**

Prepared By:	Recommending Approval:	Approved by:
		
<b>9</b> SHERA JANE B. SOLON Administrative Officer V	EDITHA R. BUENDIA Director IV, HRMAS	MENARDO I. GUEVARRA Solicitor General