

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

SOLICIT  
 OCT 06 2023

Department: **Administrative Division** PR No. **023-09-167** Date: **September 28, 2023**  
 Section: \_\_\_\_\_ SAI No. \_\_\_\_\_ Date: \_\_\_\_\_

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
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	lot	<p><b>Procurement of Long (8.5" x 13") Copy Paper for CY 2023</b></p> <p><i>Technical Specification:</i>                      Copy Paper with Office of the Solicitor General (OSG) logo printed at the back</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:30%;">Physical Property</th> <th style="width:30%;">Minimum Requirement</th> <th style="width:30%;">Maximum Requirement</th> </tr> </thead> <tbody> <tr> <td>Weight, GSM</td> <td>70GSM</td> <td>NA</td> </tr> <tr> <td>Size, Inches</td> <td>8.5" x 13" long</td> <td>NA</td> </tr> <tr> <td>Thickness, mm</td> <td>0.08 mm</td> <td>NA</td> </tr> <tr> <td>Stiffness, MD, <math>\mu</math>N.m</td> <td>250</td> <td>NA</td> </tr> <tr> <td>Dirt Count, mm<sup>2</sup>/m<sup>2</sup></td> <td>NA</td> <td>15</td> </tr> </tbody> </table> <p>Quantity Required: 6,000 reams long</p> <p><b>Delivery Term:</b> The Supplier shall undertake an initial delivery of 1,000 reams long copy paper within fifteen (15) days from receipt of the Notice to Proceed (NTP)</p> <p>The balance shall be delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered.</p> <p><b>Payment:</b> 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"> <li>I. Technical Specification</li> <li>II. Qualifications of the Supplier</li> <li>III. Evidence and Verification</li> <li>IV. Deliveries</li> <li>V. Testing of Copy Paper</li> <li>VI. Payment</li> </ol> <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	Maximum Requirement	Weight, GSM	70GSM	NA	Size, Inches	8.5" x 13" long	NA	Thickness, mm	0.08 mm	NA	Stiffness, MD, $\mu$ N.m	250	NA	Dirt Count, mm <sup>2</sup> /m <sup>2</sup>	NA	15	1	Php 1,800,000.00 VAT INCLUDED	Php 1,800,000.00
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**FUNDS AVAILABLE:**

**BERNADETTE M. LIM**  
DIRECTOR IV

Amount in Words: **One Million Eight Hundred Thousand Pesos Only** Php 1,800,000.00  
 Purpose: **For Public Bidding**

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