


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

OFFICE OF THE  
 SOLICITOR GENERAL  
 10/3/2023  
 2023

Department: **Administrative Division** PR No. 023-11-199 (2024) Date: November 3, 2023  
 Section: SAI No. Date:




Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	<p><b>SUPPLY AND DELIVERY OF TONERS WITH FREE USE OF PRINTERS FOR FY 2024</b></p> <p><i>OSG sets a specific requirement for the bidder to furnish a printer equipped with genuine or Original Equipment Manufacturer (OEM) consumables.</i></p> <p>Inclusions:                      No. of Toner: <b>388 units of Toner Cartridge</b> (9,200-page yield each at 5% print coverage), <b>18 pcs of each colored toner (Cyan, Magenta, Yellow), except for Black at 22pcs, and OEM printing supplies (drum kits, etc.).</b>                      No. of Printer: <b>One Hundred Three (103) units of Brand New Network Ready Monochrome Laser Printers and Nine (9) Brand New Network Ready Colored Laser Printer.</b>                      Technician: <b>One (1) in-house technician</b> 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 onsite/end-user support and monitoring of printer machines.</p> <p><i>Please see attached Terms of Reference:</i></p> <p>I. Rationale                      II. Approved Budget of the Contract                      III. Bidder's Qualification Requirements                      IV. Contract Period                      V. Scope of Work                      VI. Technical Requirements - Printer Specification                          1. Network Ready Monochrome Laser Printer                          2. Network Ready Colored Printer                      VII. Other Deliverables                      VIII. Printer Distribution                      IX. Other Projects Requirements if Awarded the Contract                          A. Pre-Installation                          B. Actual Installation                          C. Configuration                          D. Implementation                          E. Maintenance                      X. Duties and Responsibilities of OSG                      XI. Pre-Termination of the Contract                      XII. Extension Clause                      XIII. Warranties and Deliveries of the Contractor                      XIV. Health Protocol</p> <p><i>Attached: Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for Managed Printing.</i></p>	1	Php 4,400,000.00 VAT INCLUDED	Php 4,400,000.00

*Shere*

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

Amount in Words **Four Million Four Hundred Thousand Pesos Only** Php **4,400,000.00**

Purpose: **For Bidding (Early Procurement Activity FY 2024)**

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