

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

Department: <b>CASE MANAGEMENT SERVICE</b>	PR No. <u>024-06-088</u>	Date: <u>June 18, 2024</u>
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 Corporate Laptops</b>  <i>Quantity: 169 units</i>  <i>Objective:</i></p> <ul style="list-style-type: none"> <li>• The ICT equipment to be procured are lightweight laptop computers that will be used by OSG personnel who are performing technical, legal and administrative functions that require average mobility, flexibility, and responsiveness.</li> </ul> <p><b>Specific Requirements for Corporate Notebook PC and Desktop</b></p> <ul style="list-style-type: none"> <li>• The brand offered by the bidder must be included in the latest Top 4 of IDC's Worldwide Personal Computing Device Tracker. Certification for inclusion in the Top 4 is required from the brand's manufacturer.</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><b>Other Warranty and After-Sales Requirements</b></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>* The bidder must provide a certificate for the above services as part of the technical requirements</li> </ul> <p>Please see attached Terms of Reference (TOR) for the following:            Terms</p> <ol style="list-style-type: none"> <li>1. Scope</li> <li>2. ABC</li> <li>3. Payment</li> <li>4. Delivery</li> <li>5. Qualifications of the Supplier</li> <li>6. Applicable Law</li> <li>7. Construction</li> <li>8. Technical Specifications</li> </ol> <p><i>Attached: Memorandum and Terms of Reference (TOR) from Technical Working Group for Procurement of ICT Equipment</i></p>	1	Php 10,985,000.00 VAT INCLUSIVE	Php 10,985,000.00

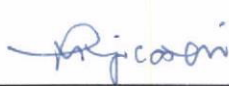
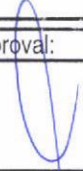

**FUNDS AVAILABLE:**

**BERNADETTE M. LIM**  
 DIRECTOR IV

Amount in Words: **Ten Million Nine Hundred Eighty Five Thousand Pesos Only** Php 10,985,000.00

Purpose: **For usage of OSG employees**

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