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

Department: HRMAS - Administrative Division
Section:

PR No. 025-10-171 (EPA2026) Date: October 21, 2025
SAI No.

| Stock No. | Unit | Item Description | Qty | Estimated Unit Cost | Estimated Amount |
|---|---|---|---|---|---|
| 1 | lot | **Procurement of Long (8.5"x13") and A4 (8.3"x11.7") Copy Paper for CY 2026** | 1 | Php 5,093,000.00 *VAT INCLUSIVE* | Php 5,093,000.00 |

*Technical Specification:*
Copy Paper with Office of the Solicitor General (OSG) logo (blue) printed at the back

| Physical Property | Minimum Requirement | Maximum Requirement |
|---|---|---|
| Weight | 70GSM | NA |
| Size | 8.5"x13" long / 8.3"x11.7" A4 | NA |
| Thickness, mm | 0.08 mm | NA |
| Stiffness, MD,µN.m | 250 | NA |
| Dirt Count, $mm^2/m^2$ | NA | 15 |

**Quantity Required:** 21,200 reams (Long, 8.5" x 13")
1,000 reams (A4, 8.3" x 11.7")

**Delivery Term:** The Supplier shall undertake an initial delivery of 2,000 reams long copy paper and 200 reams A4 copy paper within fifteen (15) days from receipt of Notice to Proceed (NTP).

The balance shall be delivered within five (5) days upon request of the OSG, until the total quantity ordered shall be fully delivered, which shall not be beyond March 31, 2027. Full delivery must be completed within 12 months after the first delivery date.

**Payment:** Payment shall be made for every billing within 30 days upon approval of the Inspection and Acceptance Report (IAR).

*Please see attached Terms of Reference (TOR)*

I. Technical Specification
II. Qualification of the Contractor
III. Evidence and Verification
IV. Deliveries
V. Testing of Copy Paper
VI. Payment

*Attached: Memorandum and Approved Terms of Reference (TOR) from Technical Working Group of the Copy Paper for the FY 2026*

FUNDS AVAILABLE FOR NEP 2026
ASG SAMANTHA P. CAMITAN
OIC-Financial Management Service

| | | |
|---|---|---|
| Amount in Words: | **FIVE MILLION NINETY THREE THOUSAND PESOS ONLY** | Php **5,093,000.00** |
| Purpose: | For Bidding (Early Procurement Activity FY 2026) | |

| Prepared By: | Recommending Approval: | Approved by: |
|---|---|---|
| **EDWIN M. BAGOS** | **ANNA ESPERANZA R. SOLOMON** | **DARLENE MARIE B. BERBERABE** |
| Senior Administrative Assistant III | Assistant Solicitor General | Solicitor General |