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PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: **Administrative Division**
Section:

PR No. **025-10-172 (EPA)**
SAI No.

Date: November 7, 2025
Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	**LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME)** *Quantity:* Fifty (50) Brand New Units of Digital Multifunction Copiers (Monochrome) **Technical Specifications:** *Type:* Heavy-duty Digital Multifunction Copier (Monochrome) - excluding table-top machines and the like *Speed:* 46 High-end units: 45 ppm, A4 and long bond paper 4 Super High End units: 60 ppm or higher, A4 and long bond paper *Platen Glass:* Up to A3 size *Memory:* High-end copiers: At least 1 GB RAM Super High-end copiers: At least 5 GB RAM *Hard Drive/SSD:* Super High-end copiers: At least 256 GB *Connectivity:* High-end Copiers: 1,000 Base-T / 100 Base-TX/ 10 Base-T, Wireless LAN (IEEE802.11 b / g / n), Wi-Fi Connection, USB 2.0 (Host) x2, USB 2.0 (Device) x1 Super High-end Copiers: 1,000 Base-T / 100 Base-TX/ 1 Base-T, Wireless LAN (IEEE802.11 b / g / n), USB 2.0 (Host x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1 *Paper Supply Capacity:* High-end: Minimum of 2 paper cassettes per machine (500 sheets per cassette) Super High-end: Minimum of 4 paper cassettes per machine (500 sheets per cassette) *Output Tray Capacity:* High-end Copier: At least 150 sheets, A4 and long bond paper Super High-end Copier: At least 250 sheets, A4 and long bond paper *Throughput Capacity:* Can accommodate A3, A4, and long bond paper *Duplex:* Single-pass duplex scanning for high-end and super high-end machines *Method of Printing:* Multifunctional Laserjet *Feeder:* 2-Sided Automatic Reversing Feeder *Print Resolution:* 600 x 600 dpi (minimum) for high-end copiers; 1200 x 1200 dpi for super high-end copiers *Machine Condition:* Brand new with Manufacturing Date of at least 2024, as evidenced by Manufacturer's Certificate (with indicated serial numbers) with zero-meter reading *Output Sorter:* With automatic/electronic sorter/separator/finisher *Others:* *With reduction/enlargement function *With network printing and scanning capability *With free monthly maintenance service, parts and consumables	1	Php 6,500,000.00 *VAT INCLUSIVE*	Php 6,500,000.00

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		*With at least one (1) back-up toner cartridge for each photocopying machine (excluding the ones installed on the machine) to be delivered within 30 days from receipt of the Notice to Proceed and regularly replenished within 15 days from use;			
		Delivery Term: The fifty (50) units of digital multifunction copiers (monochrome) must be delivered within thirty (30) days from receipt of the Notice to Proceed. **Other Terms:** With two (2) regular full-time operators/technicians reporting to the OSG, Monday to Friday, from 8:00 A.M. to 5:00 PM without any cost or payment on the part of the OSG. *Please see attached Terms of Reference (TOR):* I. Rationale; II. Approved Budget for the Contract (ABC); III. Billing and Payment Schedule; IV. Liability and Guarantees; V. Obligations of the Parties VI. Contract Term and Extension; VII. Contract Termination; VIII. Liquidated Damages; IX. Confidentiality and Non-Dosclosure Agreement; X. Other Provisions. *Attached: (1) Memorandum from SSS Joel N. Villaseran, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for the Lease of Digital Multifunction Copiers (Monochrome) for CY 2026* *(2) Market Study / Abstract of Canvass* *(3) Machine Deployment Schedule*			
Amount in Words:		**Six Million Five Hundred Thousand Pesos Only**			**Php 6,500,000.00**
Purpose:		**For Bidding (Early Procurement Activity for FY 2026)**			

Prepared By:	Recommending Approval:	Approved by:
AOV MA. ERIKA G. ATAD	**SSS JOEL N. VILLASERAN**	**DARLENE MARIE B. BERBERABE**
Member, Technical Working Group for Lease of Digital Multifunction Copiers	Chairperson, Technical Working Group for Lease of Digital Multifunction Copiers	Solicitor General