PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department:	**CASE MANAGEMENT SERVICE**	PR No. 025-11-179 (EPA 2026)	Date: November 5, 2025
Section:		SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	unit	**PROCUREMENT OF ICT EQUIPMENT:** **Supply and Delivery of Document Scanners** **(HI-RESOLUTION DOCUMENT SCANNER - 110PPM)** Objective: *To improved team cooperation. Through this program, the OSG hopes to realize long-term cost savings, increased data security, and improved decision-making capabilities, eventually supporting its purpose of providing efficient and high-quality services.* ***Specific Requirements for Document Scanners*** a. The winning Bidder shall replace a factory-defective unit with a new unit with the same specifications provided within 30 days upon delivery of the item. b. In case of outside repair within the one-year warranty period, the winning Bidder shall provide a service unit with the same specifications to the OSG. c. For the two immediately preceding items, the Bidder must submit Proof/Certification of Warranty as part of the technical component. *Please see attached Terms of Reference (TOR):* *I. Scope* *II. Approved Budget for the Contract (ABC)* *III. Payment* *IV. Delivery* *V. Qualifications of the Supplier* *VI. Other provisions of RA 9184* *VII. Technical Specifications* *Attached: Memorandum from TWG Chairperson ASG Gilbert U. Medrano and Approved Terms of Reference from the Technical Working Group for Procurement of ICT Equipment*	3	Php 450,000.00 *VAT INCLUDED*	Php 1,350,000.00
Amount in Words:	**One Million Three Hundred Fifty Thousand Pesos Only**				**Php 1,350,000.00**
Purpose:	**For Bidding (Early Procurement Activity FY 2026)**				

Prepared By:	Recommending Approval:	Approved by:
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CAO, CMS	Director IV, HRMAS	Solicitor General