PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

NOV 17 2025

Department:	**Administrative Division**	PR No.	025-11-190(EPA2026) Date: November 14, 2025
Section:		SAI No.	Date:

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	**SUPPLY AND DELIVERY OF TONERS WITH FREE USE OF PRINTERS FOR FY 2026** *OSG sets a specific requirement for the bidder to furnish a printer equipped with genuine or Original Equipment Manufacturer (OEM) consumables.* Inclusions: No.of Toner: **536 units (526 + 10 spoilage) of Toner Cartridge (10,000-page yield each at 5% print coverage), 18 sets of each colored toner (Cyan, Magenta, Yellow), except for Black at 22pcs, and OEM printing supplies (drum kits, etc.).** No.of Printer: **One Hundred Thirty Four (134) units of Brand New Network Ready Monochrome Laser Printers and Nine (9) Brand New Network Ready Colored Laser Printer.** Technician: **Two (2) in-house technicians** The **1st technician** will report to the **OSG CMS** for 8 hours per day; 5 days per week (Monday -Friday) that will be the point of contact for customer support in the **OSG MAIN** building. The **2nd technician** will report to the **CONVERGYS ONE** building every **Monday, Wednesday and Friday (MWF)** and will be the point of contact for customer support in the **OSG CONVERGYS ONE.** On-call technician should be on standby on days that the provided technician is unavailable. The in-house technicians shall be assigned **as the point of contact** for on-site/end-user support and monitoring of printer machines per building assigned. *Please see attached Terms of Reference:* I. Rationale II. Objectives III. Approved Budget of the Contract IV. Bidder's Qualification Requirements V. Contract Period VI. Scope of Work VII. Technical Requirements - Printer Specification VIII. Other Deliverables IX. Printer Distribution X. Other Projects Requirements if Awarded the Contract XI. Duties and Responsibilities of OSG XII. Pre-Termination of the Contract XIII. Extension Clause XIV. Warranties on Toners XV. Deliveries of the Contractor *Attached: Memorandum and Approved Terms of Reference (TOR) from the Technical Working Group for Managed Printing.*	1	Php 6,211,000.00 *VAT INCLUDED*	Php 6,211,000.00

Amount in Words:	**Six Million Two Hundred Eleven Thousand Pesos Only**	**Php 6,211,000.00**
Purpose:	**For Bidding (Early Procurement Activity FY 2026)**	

Prepared By:	Recommending Approval:	Approved by:
CEDRIC S. DELA CRUZ	**EDUARDO ALEJANDRO O. SANTOS**	**DARLENE MARIE B. BERBERABE**
Information Technology Officer II	Director IV, CMS	Solicitor General