PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department:	**CASE MANAGEMENT SERVICE**	PR No.	026-04-0555
Section:		SAI No.	
		Date:	April 16, 2026
		Date:	

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	**PROCUREMENT OF ICT EQUIPMENT:** **Supply and Delivery of Corporate Laptops** **Quantity:** *1) Fifty (50) units of Corporate Laptops for Staff* *2) Fifty-Two (52) units of Business Grade Premium Ultra Lightweight Laptops for Executives* Objective: *The procurement shall ensure that OSG personnel are provided with the right resources, particularly adequate and reliable Information Technology (IT) equipment, for them to respond to the requirements of the office effectively and efficiently. These are personnel who are usually in their workstations, attend videoconferences and onsite meetings and hearings, and use laptop computers for large and heavy data processing to deliver their tasks. In particular, the IT equipment to be procured are lightweight laptop computers that will be used by OSG personnel who are performing technical functions that require average mobility, flexibility, and responsiveness.* ***Specific Requirements for Corporate Laptops*** a. 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. b. 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. During the repair period, the winning bidder shall provide a service unit with the same technical specifications. c. In case of outside repair within the 3-year warranty period, the winning Bidder shall provide a service unit to the OSG. d. For the two immediately preceding items, the Bidder must submit Proof 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 12009* *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*	1	Php 7,650,000.00 *VAT INCLUDED*	Php 7,650,000.00

FUNDS AVAILABLE

RYAN C. THOMAS
Director IV
Financial Management Service

Amount in Words:	**Seven Million Six Hundred Fifty Thousand Pesos Only**	**Php 7,650,000.00**
Purpose:	**For Bidding (Regular Procurement - FY 2026)**	

Prepared By:	Recommending Approval:	Approved by:
AMELITO V. DUCUT	**EDUARDO ALEJANDRO O. SANTOS**	**DARLENE MARIE B. BERBERABE**
OAO, CMS	Director IV, HRMAS	Solicitor General