For SSI Francesco Benzon P. Anbochi:
Date: 10/15/26
PR NO: 026-09-133 (EPA 2027)
AMOUNT: ₱5,093,000.00

Upon review of the supporting documents, the undersigned found the PR to be in order. Forwarded for the Chief / ASG's consideration. Thank you.

IA-II Veronica Joyze Bugarin
Internal Audit Division

PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: HRMAS - Administrative Division
Section:

PR No. 026-09-133 (EPA2027) Date: September 30, 2026
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 2027**	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: 21,100 reams (Long, 8.5" x 13")
1,000 reams (A4, 8.5" 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 2027

Amount in Words:	**FIVE MILLION NINETY THREE THOUSAND PESOS ONLY**	Php **5,093,000.00**
Purpose:	For Bidding (Early Procurement Activity FY 2027)	

Prepared By:	Recommending Approval:	Approved by:
EDWIN M. BAGOS	**MYRNA N. AGNO-CANUTO**	**DARLENE MARIE B. BERBERABE**
Senior Administrative Assistant III	Assistant Solicitor General	Solicitor General