Date: 10/2/26

For SSI Francesco Benzon P. Anbochi:
PR NO: 026-10-136
AMOUNT: ₱ 6,500,000

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

Tomi
IA-II Veronica Joyze Bugarin
Internal Audit Division

PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

...on	PR No.: 026-10-136 (EPA 2027) SAI No. _____	Date: October 1, 2026 Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
	lot	**LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME)** *Quantity:* Fifty (50) units of Brand New or Certified Original Equipment Manufacturer (OEM) - remanufactured/refurbished 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: at least 45 ppm, A4 4 Super High End units: at least 60 ppm or higher, A4 *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/ 10 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 Copiers: 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:* 600x600 dpi (minimum) for high-end copiers 1200 x 1200 dpi for super high-end copiers *Machine Condition:* Brand new or certified Original Equipment Manufacturer (OEM) – remanufactured/refurbished with manufacturing date of at least 2025, as evidenced by Manufacturer's Certificate (with indicated serial number), with zero meter-reading for brand new units. For OEM-remanufactured machines: Meter Reading for High-end units: not more than 300,000 copies per machine Meter Reading for Super High-end units: not more than 600,000 copies per machine *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; *With at least 1 back-up toner cartridge for each photocopying machine (excluding the ones installed on the machines) to be delivered within 30 days from receipt of the Notice to Proceed and regularly replenished within 15 days from use.	1	Php 6,500,000.00 *VAT INCLUSIVE*	Php 6,500,000.00

PURCHASE REQUEST

OFFICE OF THE SOLICITOR GENERAL

(Agency)

Department: **Administrative Division**	PR No.: 026-10-136 (EPA 2027)	Date: October 1, 2026
Section:	SAI No. _____	Date: _____

Stock No.	Unit	Item Description	Qty	Estimated Unit Cost	Estimated Amount
		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. Description of Requirement; II. Approved Budget for the Contract; IV. Qualifications of the Owner; V. Billing and Payment Schedule; VI. Liability and Guarantees; VI. Obligations of the Parties; VII. Contract Term and Extension; VIII. Contract Termination; IX. Liquidated Damages; X. Confidentiality and Non-disclosure Agreement; and XI. Other Provisions *Attached: (1) Memorandum from SSS Joel Villaseran, TWG Chairperson and Approved Terms of Reference (TOR) from the Technical Working Group for the Lease of Digital Multifunction Copiers (Monochrome) for CY 2027* *(2) Market Study / Abstract of Canvass* *(3) Machine Deployment Schedule*		FUNDS AVAILABLE: **RYAN C. THOMAS** **Director IV** **Financial Management Service**	
Amount in Words:		**SIX MILLION FIVE HUNDRED THOUSAND PESOS ONLY**			**Php 6,500,000.00**
Purpose:		**For Bidding (Early Procurement Activity for FY 2027)**			

Prepared By:	Recommending Approval:	Approved by:
AOV MA. ERIKA G. ATAD	**SSS JOEL N. VILLASERAN**	**DARLENE MARIE B. BERBERABE**
Member, TWG - Lease of Digital Multifunction Copiers (Monochrome)	Chairperson, TWG - Lease of Digital Multifunction Copiers (Monochrome)	Solicitor General