



REPUBLIKA NG PILIPINAS
KAGAWARAN NG KATARUNGAN
PANGASIWAAN SA PATALAAN NG LUPAIN
(LAND REGISTRATION AUTHORITY)

East Avenue cor. NIA Road, Quezon City


Website: www.lra.gov.ph


MEMORANDUM

26 June 2023

TO : **MS. MARILYN C. CUSTODIO**
Acting Chief, Information and Communication Technology Division

CC : **MR. NESTOR I. MISALUCHA**
Information Technology Officer II, ICTD

FROM :  **ATTY. TRISTAN E. DE GUZMAN**
Chairperson, LRA-BAC

 **ATTY. RONALD A. RICABLANCA**
Head Secretariat, BAC Non-Infra

SUBJECT : **SUBMISSION OF PURCHASE REQUEST CONTAINING
DETAILED SPECIFICATIONS, QUANTITY, AND THE
PREVAILING MARKET PRICE**

In the interest of service and in order to facilitate the processing of the required documents needed for the procurement of MITHI Projects, in accordance with the approved Annual Procurement Plan (APP) and Supplemental Procurement Plan (SPP) for Fiscal Year (FY) 2023, the Information and Communication Technology Division (ICTD) is hereby enjoined and directed to submit to the BAC Office – BAC Secretariat for Non-Infra the corresponding Purchase Request for the following procurement projects:

1. Colored Printer with liquid ink refill for printing only;
 - a. Liquid Ink Refill for Colored Printer (with Refillable Liquid Ink).
2. Thermal Paper rolls (4" diameter, 3.25" width, 1.5 " core diameter) for Queuing System in 2 Registry of Deeds Offices and 1 One-Stop-Shop with Touch Media Kiosk Terminals;
3. Thermal Paper rolls (120mm roll diameter, 80mm width, 1.5 " inner core diameter) for Queuing System in 20 Registry of Deeds Offices using ordinary computers
4. Set of Toner Cartridges for Large Format (36 inches) HP MFP HP T830 Printer (Black, Cyan, Yellow, Magenta) **revised:** Sets of Toner Cartridges for Large Format (36 inches) HP MFP HP T830 Printer (HP 728B 300-ml Matte Black Ink Cartridge);
5. Set of Colored Cartridges for Large Format (24 inches) HP MFP HP Designjet T1600 Printer (Black, Cyan, Yellow, Grey, and Magenta Ink Cartridge);
6. Structured Cabling Supplies; and
7. A3 Colored Printer.

The Purchase Request must contain the (1) detailed technical specifications, (2) quantity, and (3) prevailing market price of the items intended to be purchased.

The ICTD is hereby directed to comply with this Memorandum on or before 30 June 2023.

For strict compliance and implementation.