

PURCHASE REQUEST

DEPARTMENT OF FOREIGN AFFAIRS

Agency

03-01321

Department: OFFICE OF THE SECRETARY

PR No.:

Section : COORDINATION

SAI No.:

03 MAR 2021

| Stock No. | Unit | Item Description | QTY | Unit Cost | Total Cost |
|-----------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|----------------|
| | unit | All-in-one laser printer (print, copy, scan, fax; print speed: at least 22 ppm - black, 18 ppm - colored; duty cycle: at least 25,000 pages; wireless capability; print quality: at least 1200x1200 rendered dpi - black, 4800x1200 optimized dpi - colored) | 2 | | |
| | unit | Computer monitor (22" or larger; Full HD Led, Resolution: 1,920 x 1080; Response time: at least 5 (GtG); Refresh rate: Max 75Hz; Inclusion: monitor, power cable and HDMI cable. | 4 | | |
| | unit | Portable printer (wireless mobile printer; print speed: at least 9.0 ipm black, 5.5 ipm colored) | 1 | | |
| | unit | Portable scanner (small, compact and lightweight; powered via usb, AC adapter or built-in battery, scan speed: at least 4.0 second per sheet) | 1 | | |
| | unit | Desktop external hard drive (storage capacity: 8TB; connection: USB 3.0; max transfer rate: at least 160 MB/s) | 2 | | |
| | unit | Digital Voice Recorder (compact, at least 4 GB internal memory, expandable to at least 32GB with micro SD, low background noise, built-in USB connector for easy transfer of files) | 1 | | |
| | | <i>* all items must be reputable brand</i> | | | |
| | | <i>* The Goods must have a minimum one (1) year warranty against inherent defects, parts and labor.</i> | | | |
| | | XXXXXXXXXXXXXXXXXXXXXXX | | | |
| | | | | | Php 119,000.00 |

Purpose: For the official use of the Office of the Secretary, chargeable against the MOOE-Fund of OSEC (Semi-Expendable, ICT Equipment).

RECEIVED BY:

Printed Name

REQUESTED BY:


MARI A. SANTERA
 Property Officer

APPROVED BY:


JAIME RAMON T. ESCALON, JR.
 Chief of Staff