PURCHASE REQUEST

Department of Foreign Affairs
Agency

SHP

Department Office of Financial Management and Services **PR No.:** 01-02521 **Date:**

Section Office of the Assistant Secretary **SAI No.:** **Date:** 25 JAN 2021

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	piece	***Laptop Computer***	2		
		- Processor : 4 Cores, 8 Threads, release date (4th quarter of 2020 or 1st quarter of 2021)			
		- Memory : Minimum of 8GB DDR4			
		- Storage : 1TB HDD + 256GB SSD or 1TB SSD			
		- Monitor: Minimum of 13 inches			
		- Web camera: Built-in			
		- Network connectivity: Wireless			
		- Accessories: Laptop bag			
		- Operating System: Proprietary Windows 10 Pro 64bit			
		- Bundled Software: Microsoft Office 2016 Professional 64bit or Microsoft Office 2019 Professional 64bit			
		- Includes 1 year warranty on parts and labor			
		- Goods must be brand new and of a reputable brand			
		Note: Brand names are mentioned for the compatibility and interoperability with the existing software system and equipment used in the Department			
		xxxxxxxxxxNothing Followsxxxxxxxxxx			
				ABC	**120,000.00**

Purpose:
For the official use of Office of Financial Management Services

Signature

Printed Name:
Designation:

Requested By:

MYLA GRACE RAGENIA C. MACAHILIG
Assistant Secretary, OFMS