

# PURCHASE REQUEST

Department of Foreign Affairs  
Agency

04-02724

Department: IAS

PR No.: \_\_\_\_\_ Date : 15 April 2024

Section : ALL SECTIONS

SAI No.: \_\_\_\_\_ Date : \_\_\_\_\_

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	piece	<b>Laptop Computer</b> Processor must be at least 5 cores, at least 4.80 GHz max turbo frequency and 3.3 GHz processor base frequency or higher; Screen Size: 13 - 14 inch approx. (13 14 inches ± 0.5); Pre-installed operating system: Professional version (e.g. Windows Pro 10 or 11) with 64 bit and office productivity software (e.g. Microsoft Office), compatible with the Department's existing fleet; RAM: At least 8GB DDR4 RAM; Storage: 500GB SSD or higher; Accessories: Laptop bag and wireless mouse (preferably); Warranty: At least 1 year (inclusive of cost of replacement/ repair of parts and labor); and Contractor shall replace goods found to have factory defects immediately.	5		
			<b>TOTAL</b>		<b>249,500.00</b>

Purpose: **For the official use of Internal Audit Service**

Requested by :  
Signature

Printed Name:

Designation:

  
**NOEL SERVIGON**

Assistant Secretary