PURCHASE REQUEST
Department of Foreign Affairs
Agency

Department: **OFFICE OF CONSULAR AFFAIRS**	PR No.: **2024-11-004**	Date: **12 November 2024**
Section: **CONSULAR OFFICE TAGUM**	SAI No.:	Date:

Stock No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	SET	**DESKTOP COMPUTER** Processor: 6 cores, 2.8GHz - 4.9 GHz frequency or higher Display Monitor: 21 inches minimum Installed RAM: At least 8GB Storage: At least 512 GB Solid State Drive (SSD); Graphic Card: Integrated Graphics; Pre-installed OS: Home or Professional version (e.g. Windows Pro 10 or 11) 64 bit, with office productivity software (e.g. Microsoft Office) Note: For compatibility with the Department's Existing Security System Accessories: AVR/UPS, USB Optical Mouse with Pad, Standard Full-sized USB Keyboard with Numeric Keypad	2		
	PIECE	**DESKTOP MONITOR**, LED, 21 inches minimum, Full HD	3		
	PIECE	**DESKTOP MONITOR**, LED, 27 inches minimum, Full HD	1		
	UNIT	**LAPTOP COMPUTER** Processor: Must be at least 6 cores, 2.8 GHz - 4.9 GHz frequency or higher; Screen Size: 14 inches minimum; Installed RAM: At least 8GB; Storage: At least 512 GB Solid State Drive (SSD); Graphic Card: Integrated Graphics; Pre-installed OS: Home or Professional version (e.g. Windows Pro 10 or 11) 64bit, with Office Productivity Software (e.g. Microsoft Office) Note: For compatibility with the Department's Existing Security System; Accessories: Laptop/Sleeve Bag	1		
	PIECE	**Barcode/QR Code Scanner**	1		
				TOTAL	**₱149,029.00**

Purpose: **To improve the efficiency of CO Tagum's frontline services and timely submission of backend reports**

Requested by:	Approved by:
Printed Name: **SACHE CAZXANDRA L. CUYOS-CAMINADE**	**ABDULHALIM I. LANGCO**
Designation: Property Officer	Head of Office