

# PURCHASE REQUEST

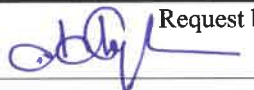
Entity Name: Department of Foreign Affairs

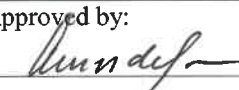
Fund Cluster:

Office/Section: <u>OPD</u>	PR No. : <u>02-02225</u>	Date: <u>06 FEB 2025</u>
Responsibility Center Code: _____		

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Set	Lease/Rental Package New Computer Desktop units, including hardware and software components for the period covering 01 March-31 December 2025. <ul style="list-style-type: none"> <li>• Processor: Max frequency up to 5.3 Ghz with 8 cores 16 threads, Standard I/O Ports-HDMI, LAN ports, Audio jacks USB3.2 Gen 2 Type A</li> <li>Storage: 512GB SSD</li> <li>• Memory: 2 X 16 GB 3200 MGZ</li> <li>• Graphics: 1650 4GB</li> <li>• Monitor 27" 144HZ Monitor</li> <li>• Headset: wired 3220 Headset</li> <li>• Keyboard/Mouse: USB Wired Keyboard &amp; Mouse</li> <li>• Latest Operating System not older than 2021 with latest office suite suitable for Office/Home Student use not older than 2021 version</li> <li>• WIFI Receiver</li> <li>• Speaker</li> <li>• Installation and Configuration of systems (preparation and set up of the workstations including software)</li> <li>• Full HD webcam 1080p</li> <li>• Windows 11 Pro (compatible with the Department's security requirements)</li> <li>• Microsoft Office 2021 (compatible with existing documents)</li> </ul>	10		
		xxxx Nothing Follows xxxxx			
				<b>ABC Php 480,000.00</b>	

Purpose: For the official use of Office of Public Diplomacy (OPD).

Signature:   
 Request by:  
 Printed Name: **ARIEL A. GONZALES**  
 Designation: Property Officer

Approved by:   
**ARVIN R. DE LEON**  
 Assistant Secretary