



DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Boulevard, Pasay City, Metro Manila

PURCHASE REQUEST

2025.07.0582

Department: The Undersecretary for Administration

P.R. No. _____ Date: 14 July 2025

Section: _____

P.R. No. _____

STOCK NO.	UNIT	PARTICULARS	QUANTITY	UNIT COST	TOTAL COST
1	unit	Laptops Screen Size: ranging from 15" to 16.9" Display: either Full High Definition (FHD); 1920x1080 pixels) or Widescreen Ultra Extended Graphics Array (WUXGA; 1920x1200 pixels) Processoor: at least 6 cores or above at least 12 threads or above Minimum speed ranging up to 4-7 GHz Operating System: Windows 11 Pro 64 Single Language, 64-bit operating system (compatibility with existing fleet or equipment of the Department (security measures/system) RAM/Memory: at least 8GB DDR4 (configurable) Storage: at least 512GB SSD (configurable) WLAN: at least Wi-Fi 6 2x2 AX & Bluetooth 5.1 or above WITH WARRANTY Other Features: at least 720p to 1080p high definition camera with microphone at least 2 USB ports and HDMI port xxxxx Nothing follows xxxx	5		
				Total ABC	Php 250,000.00

Purpose: For the official use of UA office. **Note** : Unit price for each item should not to exceed Php49,999.00

Requested by:	Approved by:
Signature:	
Printed Name:	MA. JOSEFA L. VILLENA
Designation:	Administrative Officer
	LOREEN P. BASTAN
	Acting Property Officer