




NOTICE OF AWARD

16 May 2014


Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Supplemental Annual Procurement Plan No. 1 for CY 2014, the Department of Foreign Affairs is awarding the procurement of one (1) Laptop Computer and one (1) External Hard Drive for the official use of the Bids and Awards Committee (BAC) Secretariat to your firm, **Solid Micro IT Solutions**, in the amount of *Forty-Five Thousand Eight Hundred Sixty Pesos (Php 45,860.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Purchase Order.

Very truly yours,


LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

MS. KAREN BELONIA
Sales Representative
SOLID MICRO IT SOLUTIONS
Rm. 318/321 Downtown Center Bldg.
Quintin Paredes St.
Binondo, Manila


P.A.T.D.
6/10/14




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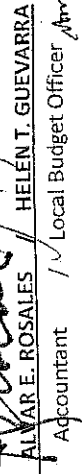
Sr. Sp. Asst. N. Servigon	
BAC Chairman E.D. Austria-Garcia	<i>[Signature]</i>
BAC Vice-Chairman J.V.Chan-Gonzaga	<i>[Signature]</i>
BAC Members: E.C. Yulo	
G.P. Abiog	<i>[Signature]</i>
G.B. Musor	<i>[Signature]</i>
B.T. L. Santos	<i>[Signature]</i>
BAC Secretariat:	
Head - A.O. Vallespin	<i>[Signature]</i>
A. De Asis-Del Mundo	
S.P. Toledo	<i>[Signature]</i>
G.C. Fernandez	

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 1 FOR CY 2014

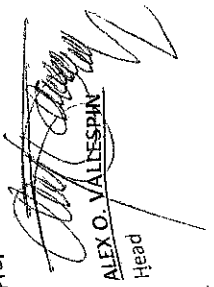
Program/Activity/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity							Estimated Budget PHP		Remarks/Activity (Brief Description of Program/Project)		
			Pre-Proc Conf.	Ads/Post	Pre-Bid Conf.	Sub/Opening of Bids	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance Turnover		PRF	MOOE
ing of Events/Activities/Trainings	WPS	LOV/SVP/S										46,200.00		To include catering services
st-PM Memorial Submission Inter-agency Meeting	OUP	LOV/SVP/S										586,300.00		To include rental of venue/meeting package, rental of equipment
riefing on the West Philippine Sea for Gov't Info Officers	OMEAA	LOV/SVP/S										477,755.76		To include hotel accommodation, luncheon, transportation, etc.
riefing on the Joint Commission Meeting (JCM)														
st PH-Morocco Joint Commission Meeting/Furniture														For the official use of DFA - MCR West (SM Manila)
ICE SUPPLIES/Devices/Equipment/Furniture	OCA	SVP/S										20,980.00		
One (1) Airconditioning Unit	OCA	SVP/S										464,800.00		
Collapsible Utility Tents and Side Panels	OCA	SVP/S										185,980.00		
Electric Fans and Aircon Unit	OUMWA	SVP/S										35,600.00		To be used for the Traffic King -in-Persons Conference
Utility Dish, Mother of Pearl and ID Holder	OCA	SVP/S										37,393.00		For the 15th Meeting of ASEAN Committee on Culture and Information
Retractable Staircases and Materials	ASEAN	SVP/S										49,000.00		For the On-site Regional Training on Overseas Voting
Conference Supplies and Materials	OAVS	SVP/S										1,283,915.62		For the re-opening of RCO-Tacolban
Supply of Lanyards with Plastic I.D.	OCA	Emergency										72,000.00		For the official use of the DFA-BAC Secretariat
Various Office Supplies, Equipment and Furniture	OUA	SVP/S										37,840.00		Chargeable to continuing appropriations of 2013
Office Equipment and Devices	IAS	SVP/S										1,766,620,750.00		Amends the mode of procurement indicated in APP 2014
Steel Cabinets and Uninterrupted Power Supply (UPS)	OCA	Agency to Agency												Per BAC
Passport Booklets (ePassport & MRP)														Per BAC
Other Expenses														
a. One (1) year internet Subscription of Stratfor (Daily Middle East and African Events)	OMEAA	DC										6,000.00		Per BAC
GRAND TOTAL												2,061,879.62		

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Certified Funds Available/Certified Appropriate Funds Available:

ALVAR E. ROSALES
 Accountant


HELEN T. GUEVARRA
 Local Budget Officer

prepared by: DFA-BAC Secretariat


ALEX O. VALLESPIN
 Head

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SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 1 FOR CY 2014

Code	Program/Activity/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity										PRF	Estimated Budget PRF	CO	Remarks/Activity (Brief Description of Program/Project)												
				Pre-Proc Cont.	Advs/Post	Pre-Bid Cont.	Sub/Open of Bids	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance Turnover																	
1	Hosting of Events/Activities/Trainings	User	LOV/SVP/S															To include catering services											
				a. Post-PRM Memorial Submission Inter-agency Meeting	WPS	LOV/SVP/S															To include rental of venue/meeting package, rental of equipment								
				b. Briefing on the West Philippine Sea for Gov't Info Officers	OUP	LOV/SVP/S																	To include hotel accommodation, luncheon, transportation, etc.						
	c. 1st PH-Morocco Joint Commission Meeting (JCM)	OMEGA	LOV/SVP/S																										
3	Office Supplies/Devices/Equipment/Furniture	User	SVP/S																For the official use of DFA-ACR West (SM Manila)										
				a. One (1) Airconditioning Unit	OCA	SVP/S																To be used for the Trafficing In-Persons Conference							
				b. Collapsible Utility Tents and Side Panels	OCA	SVP/S																	For the 15th Meeting of ASEAN Committee on Culture and Information for the re-opening of BCO-Taduban						
				c. Electric Fans and Aircon Unit	OCA	SVP/S																		For the official use of the DFA-S&C Secretariat					
				d. Utility Dish, Mother of Pearl and ID Holder	OUMWA	SVP/S																			Chargeable to continuing appropriations of 2013				
				e. Retractable Stanchion with Belt	OCA	SVP/S																				Amends the mode of procurement indicated in APR 2014			
				f. Conference Supplies and Materials	ASEAN	SVP/S																					Permutation - 14		
				g. Supply of Lanyards with Plastic I.D.	OAVS	SVP/S																						DFA	
				h. Various Office Supplies, Equipment and Furniture	OCA	Emergency																							
				i. Office Equipment and Devices	OUA	SVP/S																							
				j. Steel Cabinets and Uninterrupted Power Supply (UPS)	IAS	SVP/S																							
k. Passport Booklets (Passport & MRP)	OCA	Agency to Agency																											
	Other Expenses																												
	a. One (1) year Internet Subscription of Stratfor (Daily Middle East and African Events)	OMEGA	DC																										
GRAND TOTAL												2,061,479.62	1,767,897,406.46																

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Certified Funds Available/Certified Appropriate Funds Available:

[Signature]
ALVAR E. ROSALES Accountant
[Signature]
HELENTI. GUEVARRA Local Budget Officer

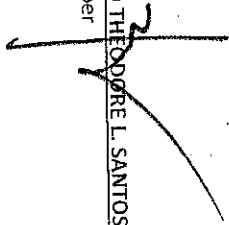
Prepared by: DFA-BAC Secretariat

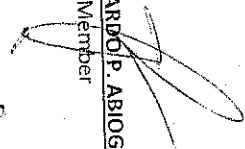
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ALEX O. VALTESPIN
 Head


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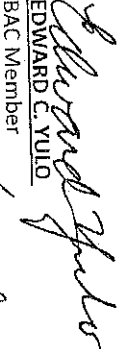
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 1 FOR CY 2014

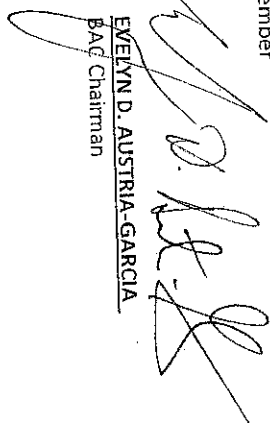
RECOMMENDING APPROVAL:


BERTRAN DO THEODORE L. SANTOS
BAC Member


GERARDO P. ABIOG
BAC Member


JOSE VICTOR CHAN GONZAGA
BAC Vice-Chairman


EDWARD C. YULO
BAC Member


EVELYN D. AUSTRIA-GARCIA
BAC Chairman


GONORAMIO B. MUSOR
BAC Member

**

- Alternative Methods of Procurement:
- S - Shopping
 - SVP - Small Value Procurement
 - LRP - Lease of Real Property
 - DC - Direct Contracting
 - LOV - Lease of Venue
 - HTC - Highly Technical Consultant

Approved:
By the Authority of the Secretary of Foreign Affairs:


LINGLINGAY F. LACANILLA

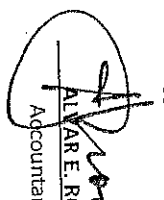
Underscretary and Head of the Procuring Entity
Date: 20 March 2014

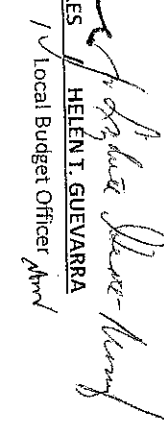
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1	Hosting of Events/Activities/Trainings																
	a. Post-PH Memorial Submission Inter-agency Meeting	WPS	LOV/SVP/S														To include catering services
	b. Briefing on the West Philippine Sea for Gov't Into Officers	OUP	LOV/SVP/S														To include rental of venue/meeting par
	c. 1st PH-Morocco Joint Commission Meeting (JCM)	OMEAA	LOV/SVP/S														To include hotel accommodation, lunch
3	Office Supplies/Devices/Equipment/Furniture																
	a. One (1) Airconditioning Unit	OCA	SVP/S														For the official use of DFA-NCR West SIM Ma
	b. Collapsible Utility Tents and Side Panels	OCA	SVP/S														
	c. Electric Fans and Aircon Unit	OCA	SVP/S														
	d. Utility Dish, Mother of Pearl and ID Holder	OUMMA	SVP/S														To be used for the Traffic Sing-In-Persons Col
	e. Retractable Stanchion with Belt	OCA	SVP/S														
	f. Conference Supplies and Materials	ASEAN	SVP/S														For the 15th Meeting of ASEAN Committee or
	g. Supply of Lanyards with Plastic ID.	OAVS	SVP/S														for the re-opening of RCO-Tadobon
	h. Various Office Supplies, Equipment and Furniture	OCA	Emergency														for the official use of the DFA-BAC Secretaria
	i. Office Equipment and Devices	OUA	SVP/S														Chargeable to continuing appropriations of
	l. Steel Cabinets and Uninterrupted Power Supply (UPS)	IAS	SVP/S														Amend the mode of procurement indicated
	k. Passport Booklets (ePassport & MRP)	OCA	Agency to Agency														Vendor
4	Other Expenses																
	a. One (1) Year Internet Subscription of Stratfor (Daily Middle East and African Events)	OMEAA	DC														
GRAND TOTAL											2,061,415.62	1,767,897,076.75					

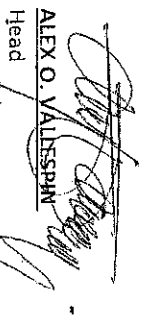
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 Accountant


HELEN T. GUEVARRA
 Local Budget Officer

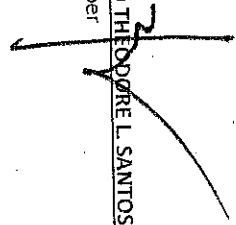
Prepared by: DFA-BAC Secretariat



ALEX O. VALTESPINA
 Head

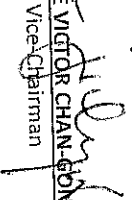
Jim

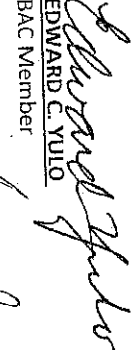
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 1 FOR CY 2014

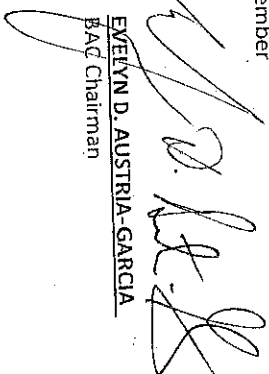
RECOMMENDING APPROVAL:


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BAC Member


GERARDO P. ABIOG
BAC Member


JOSE VICTOR CHAN-GONZAGA
BAC Vice-Chairman

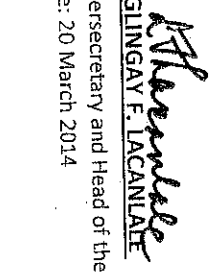

EDWARD C. YULO
BAC Member


EVELYN D. AUSTRIA-GARCIA
BAC Chairman


GONARAMO B. MUSOR
BAC-Member

**

Approved:
By the Authority of the Secretary of Foreign Affairs:


LINGLINGAY F. LAGANJA
Undersecretary and Head of the Procuring Entity
Date: 20 March 2014

- Alternative Methods of Procure
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- SVP - Small Value Procurement
- LRP - Lease of Real Property
- DC - Direct Contracting
- LOV - Lease of Venue
- HTC - Highly Technical Consults



PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: SOLID MICRO IT SOLUTIONS	P.O. No. PRF 05-014-14
Address: Rm. 318/321 Downtown Center Bldg., Quintin Paredes St. Binondo, Manila	Date 14-May-14
Tel no: 254-2431	Mode of Procurement Small Value

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>Property Maintenance and Transportation Division</u>	Delivery Term: <u>7 days</u>
Date of Delivery: _____	Payment Term: <u>15-30 days</u>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			QUA-BAC		
	unit	1	HP TS pavillion 14-N230TX Laptop 4th generation Intel Core i5-4200U Processor (1.6GHz, 3MB L3 Cache) Windows 8.1 64-bit Intel HM76 Express Chipset 4GB 1600MHz DDR3L SDRAM (1 DIMM); 2 DIMM Slots 500GB (5400RPM) Hard drive Super Multi DVD Burner AMD Radeon HD 8670M Discreta with 2048MB of dedicated video memory 14.0-inch diagonal HD BrightView LED-Backlit Display (1366x768) Touchscreen 1x1 802.11 b/g/n WLAN and Bluetooth dts Sound+; Dual Speaker 2x SuperSpeed USB 3.0; 1 xUSB 2.0; HDMI Version 1.4; Headphone-out/microphone-in combo jack Multi-Format Digital Media Card Reader for secure digital cards & Multimedia cards 4-cell 41 WHr lithium-ion battery 0.91 in (H) 13.66 in (W) x 9.41 in (D) EPEAT Silver registerd; ENERGY STAR qualified; (Front-facing) HP TrueVision HD Webcam with integrated dual array digital microphone HP Professional 16 Bundle backpack	P 39,875.00	39,875.00
	unit	1	Seagate External Hard Drive 2TB 3.5 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	P 5,985.00	5,985.00
					P 45,860.00

(total Amount in Words)

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: _____
(Signature over printed name)

Very truly yours,
WILFREDO C. SANTOS
Assistant Secretary, OCA

(Date)

Requisitioning Office/Dept: OCA	Funds Available: ANNALYN C. VALLENA SCDO-PRF	Amount: _____ ALOBS No.: _____
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**OFFICE OF FISCAL MANAGEMENT
FINANCIAL EVALUATION AND CONTROL DIVISION**

MEMORANDUM FOR :

The Director Property Division

SUBJECT:

Price Verification A.C. No.05-010 dated 9 May 2014

Per your request we verified the prices quoted by various suppliers in the attached A.C. 05-010-14 dated 9 May 2014 for the purchase of 1 unit Computer laptop, intel core i5-4200U and 1 unit External hard drive, 2TB capacity for the official use of OUA-BAC and found the price quoted by SOLID MICRO IT SOLUTIONS reasonable based on three (3) quotations submitted by different suppliers and based on prevailing market price.

For your guidance,


ROSE K. GALLO
Acting Director FECD-OFM

12 May 2014

DEPARTMENT OF FOREIGN AFFAIRS
Property, Maintenance and Transportation Division


12 MAY 2014


MEMO TO : Financial Evaluation and Control Division
SUBJECT : For Price Verification
DATE : 09 MAY 2014

With reference to the above subject/communication/documents, hereto attached would be appreciated if:

- Verification of Price
- Comments/Recommendation
- Appropriate Action
- Approval

could be effected.


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

Pasay City, Philippines




**OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY, MAINTENANCE AND TRANSPORTATION DIVISION**

C E R T I F I C A T I O N

This is to certify that item(s) listed per Abstract of Canvass No. 05-010-14 dated 09 May 2014 attached hereto is/are not included in Procurement Service price list.

This certification is issued for accounting and auditing purposes.


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

Pasay City, Philippines

**OFFICE OF PERSONNEL AND ADMINISTRATIVE SERVICES
PROPERTY, MAINTENANCE AND TRANSPORTATION DIVISION**

C E R T I F I C A T I O N

This is to certify that item(s) listed per Abstract of Canvass No. **05-010-14** dated **09 May 2014** attached hereto is/are not included in Procurement Service price list.

This certification is issued for accounting and auditing purposes.


KERWIN ORVILLE C. TATE
Director, PMTD-OPAS

Paasay City, Philippines

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 Pasay City

ABSTRACT OF QUOTATION
 Posted to PHILGEPS

AC No.: 05-010-14
 Dated : 9-May-14
 PR No.: 04-044-14
 Dated : 14-Apr-14

QTY	UNIT	PARTICULARS	Dealer's Name		PC LIVE		Dealer's Name	
		QUA-BAC	SOUND MICRO IT SOLUTIONS Rm. 318/321 Downtown Center Bldg. Quintin Paredes St., Binondo, Manila Tel. No.: 254-2431/254-3542		PC LIVE Tel. No.: 556-0194/0947-5060042		JEMTECH IT SOLUTIONS INC. 2/F Unit 3, 36 Shortborn St., Bahay Toro Project 8, Quezon City Tel. No.: +632-692-3889/+632-621-9000	
1	unit	Computer laptop, intel core i5-4200U 1.50ghz/4GB DDR3/500GB, intel HD Graphics 4400/windows 7 pro	P	Unit Price 39,875.00	P	Unit Price 40,350.00	P	Unit Price 40,175.80
1	unit	External Hard drive, 2TB capacity XXXXXXXXXXXXXXXXXXXXXXXXXXXX	P	5,985.00	P	5,995.00	P	6,000.00
		Total		39,875.00		40,350.00		40,175.80
			P	415,860.00	P	416,845.00	P	416,175.80
				39,875.00		40,350.00		40,175.80

PREP

Prepared by: **JONVIC S. GONZALES**

Noted by:


RAYMOND ORVILLE C. TATE
 Director, PM/TO-OPAS

Approved by:


MELITA S. STA. MARIA-THOMECEK
 Assistant Secretary, OPAS

Kagawaran ng Ugnayang Panlabas



Department of Foreign Affairs

OUA - 400-M-2014
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

THROUGH : Assistant Secretary, OFM *DM*
Assistant Secretary, OCA

FROM : *L. Lacanlale*
LINGLINGAY F. LACANLALE
Undersecretary for Administration

SUBJECT : Request for Authority to Purchase Office Equipment and
Devices

DATE : 03 April 2014

OUA respectfully requests the approval of the Secretary for the procurement of the following office equipment and devices for the official use of the Bids and Awards Committee (BAC) Secretariat, chargeable against the Passport Revolving Fund (PRF):

- One (1) Laptop Computer
- One (1) External Hard Drive
- Five (5) USB Flash Drives
- One (1) Document Camera

The above-mentioned office equipment will be used by the BAC Secretariat for the following tasks: 1) conduct of bidding activities/meetings for numerous projects of the Department; 2) digitization of pertinent files and documents for the last five (5) years; and, 3) preparation of minutes of the meeting, presentations, consolidation of the Project Procurement Management Plans (PPMP) of various offices of the Department.

For the Secretary's consideration.

Approved Disapproved

Albert F. Del Rosario
ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

Solid Micro IT Solutions

Rm. 318/321 Downtown Center Bldg. Quintin Paredes St., Binondo, Manila
Tel. no. : 254-2431 Telefax: 254-3542
Email: solidmicro88@yahoo.com

Attention: **BAC Secretariat**
Department of Foreign Affairs – MAIN
Office of Undersecretary for Administration
Roxas Blvd. Pasay City

PR No: 04-044-14

Date: April 15, 2014

QUOTATION

Item No.	Description of Item	Quantity	Unit Price	Amount
1	<ul style="list-style-type: none">HP TS Pavilion 14-N230TX Laptop4th generation Intel® Core™ i5-4200U Processor (1.6GHz, 3MB L3 Cache)Windows 8.1 64-bitIntel® HM76 Express Chipset4GB 1600MHz DDR3L SDRAM (1 DIMM); 2 DIMM Slots500GB (5400RPM) hard driveSuper Multi DVD BurnerAMD Radeon™ HD 8670M Discrete with 2048MB of dedicated video memory14.0-inch diagonal HD BrightView LED-backlit Display (1366x768) Touchscreen1x1 802.11b/g/n WLAN and Bluetooth®.dts Sound+; Dual Speaker2 x SuperSpeed USB 3.0; 1 x USB 2.0; ; HDMI Version 1.4; Headphone-out/microphone-in combo jackMulti-Format Digital Media Card Reader for Secure Digital cards & Multimedia cards4-cell 41Whr lithium-ion battery0.91 in (H) x 13.66 in (W) x 9.41 in (D)EPEAT® Silver registered; ENERGY STAR® qualified; (Front-facing) HP TrueVision HD Webcam with integrated dual array digital microphoneHP Professional 16 Bundle Backpack	1 unit	39,875	39,875.00
2	Seagate External Hard Drive 2TB 3.5"	1 unit	5,985	5,985.00
	Grand total		Php:	45,860.00

Thank you for your interest in our product and services. We look forward to serve you soon. We also confirm that the normal commercial warranty/guarantee of (1) one year shall apply to the offered goods.

Terms and Conditions:

- Payments 30 days.
- Delivery 5 to 7 working days if on stock, otherwise please allow us 30 to 45 working days for order basis items.
- One (1) Year Limited Warranty on parts and service

Best regards,



Karen Belonia
Sales

Solid Micro IT Solution



April 15, 2014

ATTENTION : Department of Foreign Affairs – Main
BAC Secretariat
Roxas Blvd. Pasay City
RE : PRICE QUOTATION

Find below are price quotation that you requested:

- 1 unit HP Pavilion 14-N230TX laptop Php: 40,350
 - 4th generation Intel® Core™ i5-4200U Processor (1.6GHz, 3MB L3 Cache)
 - Windows 8.1 64-bit
 - Intel® HM76 Express Chipset
 - 4GB 1600MHz DDR3L SDRAM (1 DIMM); 2 DIMM Slots
 - 500GB (5400RPM) hard drive
 - Super Multi DVD Burner
 - AMD Radeon™ HD 8670M Discrete with 2048MB of dedicated video memory
 - 14.0-inch diagonal HD BrightView LED-backlit Display (1366x768) Touchscreen
 - 1x1 802.11b/g/n WLAN and Bluetooth®.
 - dts Sound+; Dual Speaker
 - 2 x SuperSpeed USB 3.0; 1 x USB 2.0; ; HDMI Version 1.4; Headphone-out/microphone-in combo jack
 - Multi-Format Digital Media Card Reader for Secure Digital cards & Multimedia cards
 - 4-cell 41WHr lithium-ion battery
 - 0.91 in (H) x 13.66 in (W) x 9.41 in (D)
 - EPEAT® Silver registered; ENERGY STAR® qualified ; (Front-facing) HP TrueVision HD Webcam with integrated dual array digital microphone
 - HP Professional 16 Bundle Backpack

- 1 unit Seagate 2TB External 3.5" Hard Drive Php: 5,995

- Total:** **PHP: 46,345.00**

Terms and Condition:

Payment: Cash or Cheque. If cheque, 3-days clearing before we release the item/s.
Note : Full specification and details @ www.hp.com
Note : Prices may change without prior notice

If you have any question regarding our proposal please contact us at telephone nos. 556-0194 C/O 09475060042 HOWARD FULLERO SALES OFFICER

Thank you for giving us the opportunity to quote your company. Hoping that this is the start of having a fruitful business with you Thank you,

HOWARD CHRISTOPHER L. FULLERO
Sales Officer

JEMtech IT Solutions Inc.

Northhorn St., Bahay Toro,
Quezon City. 1106

+632-6923889
+632-621-9000

May 08, 2014

TO: BAC Secretariat
Department of Foreign Affairs - Main
Office of the Undersecretary for Administration

RE: Quotation

1 unit HP TS Pavilion 14-N230TX Laptop
4th Gen Intel Core i5-4200U 1.6Ghz / Win 8.1 64bit / 4GB DDR3 Memory / Intel HM76 Express chipset /
500GB HDD / Super Multi DVD Burner / AMD Radeon HD6870 with 2048MB dedicated video memory /
14" Display / 4 cell Battery / HP Professional bag.

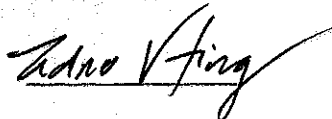
Php: 40,175.80

1 unit 2TB External Hard Drive USB 3.5"

Php 6,000.00

Total: 46,175.80

Respectfully,



JEMtech IT Solutions, Inc.
Good item! Better service! Best price!



OUA - 400-M-2014
OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

THROUGH : Assistant Secretary, OFM *DM*
Assistant Secretary, OCA

FROM : *L. Lacanlale*
LINGLINGAY F. LACANLALE
Undersecretary for Administration

SUBJECT : Request for Authority to Purchase Office Equipment and
Devices

DATE : 03 April 2014

OUA respectfully requests the approval of the Secretary for the procurement of the following office equipment and devices for the official use of the Bids and Awards Committee (BAC) Secretariat, chargeable against the Passport Revolving Fund (PRF):

- One (1) Laptop Computer
- One (1) External Hard Drive
- Five (5) USB Flash Drives
- One (1) Document Camera

The above-mentioned office equipment will be used by the BAC Secretariat for the following tasks: 1) conduct of bidding activities/meetings for numerous projects of the Department; 2) digitization of pertinent files and documents for the last five (5) years; and, 3) preparation of minutes of the meeting, presentations, consolidation of the Project Procurement Management Plans (PPMP) of various offices of the Department.

For the Secretary's consideration.

Approved Disapproved

Albert F. Del Rosario
ALBERT F. DEL ROSARIO
Secretary of Foreign Affairs

