



OP# 720
 5/18/21

PURCHASE REQUEST

Dept./Office: **IAO**PR #: **STP-21-02-0015/4**
GF-2021-05-00160Date: **05-07-2021**Section/End-User: **Ana Marquiza M. Quillicot**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **IAO-2021**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Flash Drive, at least 32GB USB 3.0	piece	1	800.00	LEONARDO S. TORAJA	800.00
2	Laptop 14" (i3)	unit	1	33,000.00		33,000.00

Specification:

- Processor : Intel Core i3-1005G1 Processor 4M Cache, up to 3.40 GHz or higher
- Operating System : Windows 10 Home
- Memory : 4GB Onboard memory, 1 x SO-DIMM socket , total up to 8 GB SDRAM
- Display : 14.0" (16:9) LED-backlit HD (1366x768) 60Hz Anti-Glare Panel with 45% NTSC
- Graphics : Integrated Intel UHD Graphics
- Storage : 512GB PCIe Gen3 x2 SSD
- Networking : Integrated Wi-Fi 5 (802.11 ac) Bluetooth 5.0
- Battery : 2 -Cell 32 Wh lithium-polymer battery

3	LCD Projector, XGA (1024x768)	unit	1	27,000.00	LEONARDO S. TORAJA	27,000.00
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Specification:

- Projection System: 3LCD Technology, RGB liquid crystal shutter
- Projection Method: Front/rear/ceiling mount
- Pixel Number: at least 786,432 dots (1024 x 768) x 3
- Color Brightness: 3.600 lumen- 2.235 lumen (economy) In accordance with IDMS15.4
- Aspect ratio: 4:3
- Lamp Life: ECO Mode up to 5000 hrs
- Normal Mode up to 4000 hrs
- Projection Distance Wide/Tele: 1,8 m - 2,17 m (60 inch screen)
- Keystone Correction: Manual
- USB Plug 'n Play: Compatible w/ PC and MAC computers
- Contrast Ratio: 15.000 : 1
- Color Reproduction: 16.77 million colors

4	Mouse, Wired, Optical, USB	pieces	1	210.00		210.00
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Specification:

- USB Port Connectivity
- Sensor: Optical
- DPI: 1600
- Work method: Wired
- Buttons: Left button, middle button, right button

- Scroll wheel direction: Two way
- Design highlights: Easy installation. 1600 DPI high-definition tracking engine. Anti-slip scroll wheel. Full-size, ambidextrous design

5	Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)	unit	1	8,000.00		8,000.00
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Specification:

Tank Ink System

Printer Type: Print, Scan and Copy

Scanner Type: Flatbed colour image scanner

Sensor Type: CIS

Optical Resolution:

600 x 1200 dpi

Copy Speed: Maximum Copies from Standalone: 20 copies

Maximum Copy Size: A4, Letter

ISO 29183, A4 Simplex Flatbed (Black / Colour):

Up to 7.0 ipm / 1.7 ipm

Max Copy Resolution:

300 x 300 dpi

Paper Handling:

Up to 20 sheets-Premium Glossy Photo Paper 10 sheets-Envelope, 30 sheets-Postcard

Output Capacity: Up to 30 sheets, A4 plain paper

20 sheets, Premium Glossy Photo Paper

Maximum Paper Size: 215.9 x 1200 mm (8.5 x 47.24")

Paper Size: Legal, Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 4 x 6", Envelopes: #10, DL, C6

Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver



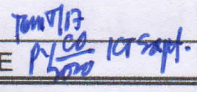
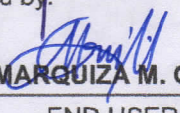
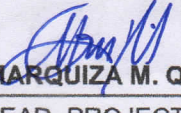
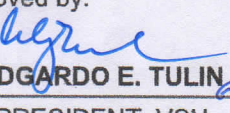
Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per colour (Cyan, Magenta, Yellow)

Print Direction: Bi-directional printing

Maximum Print Resolution: 5760 x 1440 dpi (with Variable-Sized Droplet Technology)5760 x 1440 dpi (with Variable-Sized Droplet Technology)

Minimum Ink Droplet Size: 3 pl

Printer Language: ESC / P-R

	TOTAL					69,010.00
Purpose: for office use						
Checked by:				Funds Available:		
 MICHAEL ANTHONY JAY B. REGIS				 MYRNA S. PANCITO		
TWG - IT Supplies and Equipment				 HEAD, BUDGET OFFICE		
Signature: Printed Name: Designation:	Requested by:		Noted by:		Approved by:	
	 ANA MARQUIZA M. QUILICOT		 ANA MARQUIZA M. QUILICOT		 EDGARDO E. TULIN	
	END USER		UNIT HEAD, PROJECT LEADER		PRESIDENT, VSU	



04 May 2021

To Whom It May Concern,

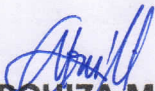
The Office of the Head of the International Affairs Office is composed of three personnel- head and two administrative staff (Administrative Officer and Office Clerk). At present, we only have one laptop, which the Administrative Officer is using. Our Office Clerk is currently using an outdated, slow-performing, small screen-sized netbook that needs a replacement.

In connection to this, we would like to request an emergency purchase of a new, up to date laptop computer which is essential for our Office Clerk's productivity and efficiency.

I am hoping for your kind consideration of this request.

Thank you so much.

Sincerely,


ANA MARQUIZA M. QUILICOT
Head, International Affairs Office