



## PURCHASE REQUEST

Dept./Office: **ODAS**PR #: **GF-2021-09-00724**Date: **09-01-2021**Section/End-User: **Aiza B. Besavilla**Category: **IT Supplies and Equipment**Funding Source: **General Fund - MOOE**Project Title/Code: **ODAS-2021**

| Item #                                                                                                                                                                                                                                                                                                                                            | Item Description                                             | Unit   | Qty | Unit Cost | PAR/ICS | Total Cost |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--------|-----|-----------|---------|------------|
| 1                                                                                                                                                                                                                                                                                                                                                 | <b>Automatic Voltage Regulatory (AVR), 1500W, heavy duty</b> | unit   | 1   | 5,000.00  |         | 5,000.00   |
| <b>Specification:</b><br><br>?Input: 220volts<br>?Power: 1500watts<br>?Output: 110-220 volts<br>?Range voltage 120v-220 volts<br>?Servo motor controlled                                                                                                                                                                                          |                                                              |        |     |           |         |            |
| 2                                                                                                                                                                                                                                                                                                                                                 | <b>Computer Keyboard USB</b>                                 | pcs    | 1   | 400.00    |         | 400.00     |
| <b>Specification:</b><br><br>?Standard Keyboard with 104 Keys<br>?USB Connection<br>?Low Profile Key Caps<br>?Minimum Key Noise<br>?Laser Printing for Key Layout<br>?Spill Resistant Design                                                                                                                                                      |                                                              |        |     |           |         |            |
| 3                                                                                                                                                                                                                                                                                                                                                 | <b>Mouse, Wired, Optical, USB</b>                            | pieces | 1   | 210.00    |         | 210.00     |
| <b>Specification:</b><br><br>?USB Port Connectivity<br>?Sensor: Optical<br>?DPI: 1600<br>?Work method: Wired<br>?Buttons: Left button, middle button, right button<br>?Scroll wheel direction: Two way<br>?Design highlights: Easy installation. 1600 DPI high-definition tracking engine. Anti-slip scroll wheel. Full-size, ambidextrous design |                                                              |        |     |           |         |            |
| 4                                                                                                                                                                                                                                                                                                                                                 | <b>Printer, Tank Ink System, 3 in 1 (Print, Scan, Copy)</b>  | unit   | 1   | 11,000.00 |         | 11,000.00  |
| <b>Specification:</b><br><br>?Tank Ink System<br>?Printer Type: Print, Scan and Copy<br>?Scanner Type: Flatbed colour image scanner<br>?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")  
 ?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

|                                                            |                          |                                  |  |                                                                               |  |                  |  |
|------------------------------------------------------------|--------------------------|----------------------------------|--|-------------------------------------------------------------------------------|--|------------------|--|
|                                                            |                          | <b>TOTAL</b>                     |  |                                                                               |  | <b>16,610.00</b> |  |
| Purpose: Office Use                                        |                          |                                  |  |                                                                               |  |                  |  |
| Checked by:                                                |                          |                                  |  | Funds Available:                                                              |  |                  |  |
| <i>Michael Anthony Jay Pags</i><br><b>NORMAN O. VILLAS</b> |                          |                                  |  | <i>Alicia M. Flores</i><br><b>ALICIA M. FLORES</b><br><b>MYRNA S. PANCITO</b> |  |                  |  |
| TWG - IT Supplies and Equipment                            |                          |                                  |  | HEAD, BUDGET OFFICE                                                           |  |                  |  |
| Signature:                                                 | Requested by:            | Noted by:                        |  | Approved by:                                                                  |  |                  |  |
|                                                            | <i>Aiza B. Besavilla</i> | <i>Rysan C. Guinocor</i>         |  | <i>Edgardo E. Tulin</i>                                                       |  |                  |  |
| Printed Name:                                              | <b>AIZA B. BESAVILLA</b> | <b>RYSAN C. GUINOCOR</b>         |  | <b>EDGARDO E. TULIN</b>                                                       |  |                  |  |
| Designation:                                               | <b>END USER</b>          | <b>UNIT HEAD, PROJECT LEADER</b> |  | <b>PRESIDENT, VSU</b>                                                         |  |                  |  |