



PURCHASE REQUEST

Entity Name: CIVIL SERVICE COMMISSION

Fund Cluster: CSC Training Fund

Office/Section : _____ CIVIL SERVICE INSTITUTE		PR No.: <u>2022-05-0464</u> Responsibility Center Code : _____	Date: May 24, 2022		
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Unit	Procurement of Ten (10) Units of Laptops <i>Please see attached Technical Specifications</i> ***nothing follows***	10.00	₱80,000.00	₱800,000.00

Purpose: For CSI Operations - to be used during online Learning and Development activities, meetings, research, microlearning developments, etc.

Requested by:	Approved by:
Signature : _____ 	_____ 
Printed Name : CHARLENE JOY E. GALANG	TINA KATHARINE L. SISON
Designation : Chief, Human Resource Specialist	Director III

Certified that the above request is included in the Annual Procurement Plan (APP) & with complete supporting documents.

25-24-22

W/ CAF # 03-064

Technical Specifications

Name of Project	Procurement of Ten (10) Units of Laptop
Approved Project for the Contract	Php 880,000.00 (inclusive of government taxes and 10% contingency)
Detailed Technical Specifications	
1. Branded	
2. Operating System	Pre-loaded with latest Windows Professional grade OS
3. Processor	2.8 GHz (12MB Cache, 4 cores) or higher
4. Panel	15.6-inch or lower; LCD; anti-glare display; brightness of 250 nits; Full High Definition (HD)
5. Storage	1 TB SSD
6. Memory	16 GB DDR4
7. Graphics/Video Processor	Dedicated Graphics Card
8. Front Facing Camera	720p HD with privacy shutter
9. Wireless/ Network Interface	Wi-Fi 6 and Bluetooth 5
10. Keyboard	Backlit keyboard (optional)
11. Standard I/O Ports	HDMI; 3.5 Combo Audio Jack; USB 3 Type-A; Thunderbolt 4 or USB 3 Type-C Supports display/power delivery; RJ45 Gigabit Ethernet port or Ethernet adapter
12. Audio/Microphone	Build in speaker and microphone
13. Battery	Fast Charger battery or equivalent capable (over five (5) hours battery life)
14. Accessories	Laptop/sleeve bag Other applicable accessories for the unit
15. Warranty	Three Year Warranty on both parts and labor from Authorized Service Centers with global repair coverage Supplier shall respond within 24 hours for any technical assistance/support either telephone call, email or site visit (within NCR) upon verbal/written notification by the End User Agency

Prepared by:



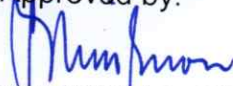
ROMMIN S. ADVINCULA
Senior Human Resource Specialist

Recommending Approval:



CHARLENE JOY E. GALANG
Chief, Human Resource Specialist

Approved by:



TINA KATHARINE L. SISON
Director III
Civil Service Institute