


REGIONAL OFFICE XIII
Mancaraga, Bislig City

Please quote your lowest price on the item(s) listed below, subject to the Terms and Condition stated below and submit your quotation duly signed by your representative not later than 2:00 P.M. of 31 JAN 2025 in the return envelope attached herewith, to the BAC Secretariat, DPWH, Bslig City.

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ARMANDO R. SALINAS
Engineer III
(BAC Chairman)

[illegible]

Warranty : _____
Price Validity : _____

Printed Name/Signature/Date

Tel. No./Cellphone No./E-Mail Address



Department of Public Works and Highways
Information Management Service
IT SERVICE DESK
Bonifacio Drive, Port Area, Manila

HARDWARE AND SOFTWARE PURCHASE REQUEST FORM

Request ID No. _____

REQUEST

(to be filled out by Requester)

Date of Application: Jan 6, 2025

DPWH Site: District Engineering Office Surigao del Sur 2nd District Engineering Office

Contact / Local Nos.: 84416/84431

Request for (please choose):

☒ **Hardware / IT Equipment**☐ **Software**

| Type of Hardware/Software | Description /Purpose /Name of End-user | No. of units /licenses | Office Unit (Division/Section) |
|---------------------------|-------------------------------------------------------------------------------------|------------------------|--------------------------------|
| Desktop | Desktop Computer/for application use (eNGAS & eBudget App)/Glicerio G. Urdaneta Jr. | 1 | Finance |
| Desktop | Desktop Computer/for application use (CWA)/ Engr. Rosanna M. Siega | 1 | Procurement Office |
| UPS | Uninterruptible Power Supply (UPS) 650V/for workstation/Jerome B. Anub, Emelyn S. | 2 | Finance |
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*Please use another request form, if necessary.

AGREEMENT

I have read and understood the Guidelines on the Procurement, Turn-over, Inspection, Disposal, and Inventory of Information and Communication Technology (ICT) Resources, Department Order No. 167, series 2022, and hereby agree to abide to these; that any violation thereof shall be subject to disciplinary actions in accordance with the Sanctions stated in Section 5.

Requested by:**RONALD D. TRUJILLO**Supply Officer
(Signature over Printed Name)**Assessed by:** (for RO and DEO only)☒ as to quantity ☐ as to purpose**MARK PHILIP M. YAMAN**IT Support Officer
(Signature over Printed Name)**Approved by:****JEROME S. MEZO**Head of Office
(Signature over Printed Name)**EVALUATION OF REQUEST**

(To be filled-out by ITAMS-IMS)

Dated Received: _____

Dated Evaluated: _____

Procurement under projects:

Latest Inventory Report on record: _____

Has submitted the PPMP & ILG for IT Equipment and Software? ☐ YES ☐ NO Fiscal Year: _____**Assessment based on approved PPMP**

| Office | Hardware / Software | Approved Quantity | Remaining Balance | Status | Remarks |
|--------|---------------------|-------------------|-------------------|--------|---------|
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Evaluated by:**NOEMI R. LIM**Chief, IT Assets Management Section
(Signature over Printed Name)**Endorsed by:****FORTUNATO G. BERGANIA, JR.**Chief, User Support Division
(Signature over Printed Name)**Approved by:****RHALF B. CAWALING**Director, Information Management Service
(Signature over Printed Name)