

HARDWARE AND SOFTWARE PURCHASE REQUEST FORM

REQUEST

REQUEST
(to be filled out by Requester)

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	For Replacement Desktop of 3 remaining Desktop running windows 8/end use: assign	3	Construction
Laptop	Procurement use intended for VPN Access during WAN disruption, use for CWA App/ end	1	Procurement Office
UPS	for Replacement of Defective Desktop UPS/end user: Rachel Lara, Arniel Flores,	5	Planning and Design
UPS	For use in Copiers intended for Power Interruption during operation/end	4	Construction

*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:

Assessed by: ~~(for RO and DEO only)~~

Approved by:

VINCE L. ARBOLADO

OIC-Supply Officer
(Signature over Printed Name)

~~PAUL Y SWIBOT~~

IT Support Officer
(Signature over Printed Name)

NOLI INRECANTARA

Head of Office
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: **4/16/24**

Dated Evaluated: 4/19/24: 5/2/24

Procurement under projects:

N/A

Latest Inventory Report on record: **Mar 2024**

Has submitted the PPMP & ILG for IT Equipment and Software? ☒ YES ☐ NO Fiscal Year: 2024

Assessment based on approved PPMP

[illegible]

For our detailed evaluation,
please see attached Annex

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)



CERTIFICATION

This is to certify that the goods stated below have been evaluated and passed the requirement for technical specifications in accordance with the standard of the Department, to wit:

Item Description	Quantity	Request ID No.	Office
1. Desktop Computer (Administrative Use) DPWH-IMS-OMP-IMSPPS-04-03a	3	R81039-W64716	For Construction Section
2. Laptop Computer (Applications Use) DPWH-IMS-OMP-IMSPPS-04-07b	1		For Procurement Office
	1	R81031-W64712	For Planning and Design
3. UPS (650VA) for Workstation DPWH-IMS-OMP-IMSPPS-04-11b	5	R81039-W64716	
4. Multifunction Inkjet Printer (A4) DPWH-IMS-OMP-IMSPPS-04-08a	1	R81031-W64712	For Planning and Design
5. Smartphone DPWH-IMS-OMP-IMSPPS-04-10	1		

Issued on **May 02, 2024** upon request of **Negros Oriental 2nd DEO**, Region VII, for procurement purposes. In adherence with the Department Order no. 167 s. 2022, please adopt and ensure compliance to the standard technical specifications issued on March 19, 2024.

For our detailed evaluation, please see attached Annex.


RHALF B. CAWALING
Director, Information Management Service

11.1.4 AAS/NRL/FGB

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For our detailed evaluation, please see attached Annex.


RHALF B. CAWALING
Director, Information Management Service

11.1.4 AAS/NRL/FGB

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: DESKTOP COMPUTER for Administrative Use

Description: For Administrative Use

Main Equipment Components		Specification
Computer		
<i>Processor & Chipset</i>		Core-i5 (12th Gen), 6-cores and 64-bit or its equivalent
<i>Internal Memory</i>		8 GB DDR4
<i>Storage</i>		1TB 7200RPM HDD
<i>Display & Graphics</i>		21-inch Diagonal Full High-Definition Wide Screen or Wide Viewing Angle LED Display (same brand as CPU); Integrated graphics memory
<i>Audio</i>		Integrated Sound Card with internal / external speaker
<i>Expansion Slot</i>		4 slots on-board, at least 1 PCI Express slot
<i>I/O Ports</i>		6 USB (2 front, 4 rear at least 1 Type-C), VGA, Audio, HDMI / Display Port, Ethernet (RJ-45)
<i>Network Interface</i>		Integrated Gigabit Ethernet
<i>Casing</i>		Two (2) external drive bays
Software		
<i>Operating System</i>		Licensed OEM Windows 11 Professional 64-bit with media installer. Must be activated with Microsoft prior to delivery.
<i>Recovery Media</i>		All drivers and utilities must be stored in any electronic storage media. It must be properly labelled and virus free.
<i>Office Software</i>		Microsoft Office Standard (latest version) under Cloud Solution Provider (CSP) Agreement. The licenses must be perpetual and transferable. It must be licensed and named after the DPWH and can be added to the Department's existing tenant domain dpwhgovph.onmicrosoft.com and primary domain dpwh.gov.ph. The Supplier must present a certificate as a Certified CSP Direct Partner in the Philippines.
Accessories		
		Specification
<i>Keyboard</i>		Manufacturer's Standard (same brand as the Computer)
<i>Mouse</i>		Optical with mouse pad (same brand as the Computer)
<i>Webcam</i>		2MP FHD
<i>Headset</i>		Headset with Microphone (1-meter cable length, with noise cancellation feature, audio jack/USB connections type. Must be compatible with the offered desktop)
<i>Power Supply</i>		Manufacturer's Standard
<i>Cables and Connectors</i>		All necessary cables and connectors; patch cord (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange).

Other Requirements:

Brand and Model: Must be an International Brand Name with existence of at least ten (10) years in the Philippines. It must be in the current catalog and not end-of life. The Manufacturer's certificate is required.

Components: All Components must be the same brand as the Computer (except for the webcam, and headset) and manufacturer installed. The supplier is not allowed to change or add any components to the equipment.

**Standard Technical Specifications for
ICT Equipment**

Issue Date:	8/28/14
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-03a
Revision No.	5
Page No.	Page 2 of 2

Name of Equipment: DESKTOP COMPUTER for Administrative Use

Description: For Administrative Use

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Desktop Computers that do not carry an Energy Star label, an appropriate means of proof of Energy consumption levels shall be submitted such as a technical dossier of the manufacturer or a test report from a recognized body to demonstrate compliance with this requirement.

Documentation and Media: All equipment shall be supplied with the standard manufacturer documentation, on any electronic storage media and hard copy version where available.

Warranty and Maintenance: The Supplier is required to provide a 1-yr warranty on all parts including mouse, and headset with microphone, associated software and onsite labor from the Date of the Inspection and Acceptance Report (IAR).

Technical Support: The local technical support shall include telephone and email, 8 hours per day (8:00am - 5:00pm) 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

Additional Notes:

The UPS (650VA) shall be issued in bundle with the Desktop Computer for Administrative Use tech specs.

Prepared by:

Checked by:


MARY JANE N. PANTOJA
Chief, Business Innovation Division
KEA HFO


RHALF B. CAWALING
Director, Information Management Service

Approved by:


ADOR G. CANLAS, CESO IV
Undersecretary, Technical Services
and Information Management Service

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: LAPTOP COMPUTER for Applications Use

Description: For Applications Use

Main Equipment Components		Specification
Laptop	<i>Processor & Chipset</i>	Core-i7 (12th Gen), 10-cores, and 64-bit or its equivalent
	<i>Internal Memory</i>	16GB DDR4
	<i>Storage</i>	512GB SSD
	<i>Display & Graphics</i>	14" Diagonal Full High-Definition LED Wide Screen Display; 2GB GDDR6 dedicated graphics memory
	<i>Audio</i>	Integrated high-definition audio support, integrated speakers and integrated digital microphone.
	<i>Webcam</i>	Integrated widescreen HD
	<i>I/O Ports</i>	3 USB (atleast 1 Type-C), HDMI/DisplayPort, Headphone/Microphone Jack
	<i>Network Interface</i>	Bluetooth, and wireless LAN (auto detecting and auto sensing)
	<i>Weight</i>	not more than 1.9 kg / 4.2 lbs
Software	<i>Operating System</i>	Licensed OEM Windows 11 Professional 64-bit with media installer. Must be activated with Microsoft prior to delivery.
	<i>Recovery Media</i>	All drivers and utilities must be stored in any electronic storage media. It must be properly labelled and virus free.
	<i>Office Software</i>	Microsoft Office Standard (latest version) under Cloud Solution Provider (CSP) Agreement. The licenses must be perpetual and transferable. It must be licensed and named after the DPWH and can be added to the Department's existing tenant domain dpwhgovph.onmicrosoft.com and primary domain dpwh.gov.ph. The Supplier must present a certificate as a Certified CSP Direct Partner in the Philippines.
Accessories		Specification
	<i>Mouse</i>	Optical with mouse pad (same brand as the Laptop)
	<i>Carry Case</i>	Manufacturer's Standard
	<i>Cable Adapter</i>	Gigabit Ethernet Cable Adapter (for laptop models without Ethernet port)
	<i>Headset</i>	Headset with Microphone (1-meter cable length, with noise cancellation feature, audio jack/USB connections type. Must be compatible with the offered laptop)

Other Requirements:

Brand and Model: Must be an International Brand Name with existence of at least ten (10) years in the Philippines. It must be in the current catalog and not end-of life. Manufacturer's certificate is required.

Components: All components must be same brand as the Laptop and factory installed and new. The Supplier is not allowed to change or add any components to the equipment.

Regulatory: ENERGY STAR certified (with Energy Star Stamp). For Laptops that do not carry an Energy Star label, an appropriate means of proof of Energy consumption levels shall be submitted such as a technical dossier of the manufacturer or a test report from a recognized body to demonstrate compliance with this requirement.

Issue D	03 1924
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-07b
Revision No.	5
Page No.	Page 2 of 2

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: LAPTOP COMPUTER for Applications Use

Description: For Applications Use

Documentation and Media: All equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.

Warranty and Maintenance: The Supplier is required to provide a 1-yr warranty on all parts including mouse, and headset with microphone, associated software and onsite labor from the Date of the Inspection and Acceptance Report (IAR).

In any case that the Laptop needs to be pullout for servicing, the Supplier must return the unit within two (2) weeks or a service unit with the same or higher specifications must be issued.

Technical Support: The local technical support shall include telephone and email, 8 hours per day (8:00am - 5:00pm) 5 days a week (Monday - Friday) for problem resolution. Support shall have a response time of next business day.

Additional Notes: N/A

Prepared by:

Checked by:


MARY JANE N. PANTOJA
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