



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. **R77688-W62258**

REQUEST (to be filled out by Requester)

Date of Application: **Feb 8, 2024**

Misamis Occidental 2nd DEO, Region X

DPWH Site: District Engineering Office ☐ DPWH-MODEO II, Tangub City

Contact / Local Nos.: 74005

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)
Printer	A4 MF Printer/To be use of Finance Sect., Laureen B. Aquino	1	Finance
Printer	Printer A3 Colour, Print Scan Copy/for use in Maint. Sect. T.F. Apat J. Peñas, J.B. Pareja	3	Maintenance
UPS	UPS to replace defective existing unit, Tessie Fer Apat, Jed Peñas, M. Medina, C. Hotelano	4	Maintenance
Printer	Printer (Multi-Function Printer) 3 in 1 for use in Quality Assurance, Kirby Perez	1	Quality Assurance and Hydrology
Desktop	Desktop (Administrative Use), for use in Quality Assurance Sect., J. Peñas, V. Leopoldo	2	Quality Assurance and Hydrology

*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:

CARMENCITA P. FUENTESSupply Officer
(Signature over Printed Name)**JENNIFER P. DELA FUENTE**IT Support Officer
(Signature over Printed Name)**CAROL LYN C. ABINALES**Head of Office
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: **02/14/24**Dated Evaluated: **02/16/24**Latest Inventory Report on record: **Jan. 2024**Has submitted the PPMP & ILG for IT Equipment and Software? ☒ YES ☐ NO Fiscal Year: **2024**

Procurement under projects:

n/a

Assessment based on approved PPMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
FS:	Multifunction Inkjet Printer (A4)	1	-	Approved.	For our detailed evaluation, please see attached Annex A.
MS:	Multifunction Inkjet Printer (A3)	3	-	Approved.	
MS:	UPS (for Workstation)	4	-	Approved.	
QAS:	Multifunction Inkjet Printer (A4)	1	-	Approved.	
QAS:	Desktop (admin)	2	-	Approved.	

Evaluated by:

NOEMI R. LIMChief, 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. CAWALINGDirector, Information Management Service
(Signature over Printed Name)



Name of Equipment: MULTIFUNCTION INKJET PRINTER (A4)

Description: For daily document printing, copying and scanning

Main Equipment Components

Specification

General

Print Technology

Inkjet (Color)

Print Speed

Draft: 22 ppm or ISO: 9 ipm; speed measured using A4/Letter size paper

Print Quality

600 x 600 dpi

Copy Speed

Draft: 6 cpm or ISO: 5.5 ipm; speed measured using A4/Letter size paper

Scan Resolution

1200 dpi

Scan Features

Multi-sheet scan to single PDF file

Scan Type

Flatbed and ADF

Duty Cycle

5,000 pages per month

Ink System

Continuous Ink Supply System or Ink Tank System (original or built-in); Refill must be available nationwide. Certificate of Authenticity is required.

Network Interface

Fast Ethernet

IO Ports

USB 2.0; Ethernet (RJ-45)

Paper Handling

Duplex Printing

Automatic two-sided printing

Paper Trays

Two Trays (Standard Input tray, Multi-purpose tray)

Maximum Media Size

Legal (8.5in x 14in)

Media Type

Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.

Software

Supported OS

Windows 11, 10, 8.1 (32-bit and 64-bit)

Drivers

Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system.

Accessories

Ink Tank

Pre-installed ink tanks with additional three (3) standard ink refill bottles per color.

Cables and Connectors

All necessary cables and connectors; patch cable (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 10 years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.

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

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



**Standard Technical Specifications for
ICT Equipment**

Issue Date:	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-08a
Revision No.	4
Page No.	Page 2 of 2

Name of Equipment: MULTIFUNCTION INKJET PRINTER (A4)

Description: For daily document printing, copying and scanning

Warranty and Maintenance: The Supplier is required to provide a one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

Technical Support: The local technical support through 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
Chief, Business Innovation Division

RHAF B. CAWALING
Director, Information Management Service

Approved by:

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



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.

**Standard Technical Specifications for
ICT Equipment**

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

RHAF B. CAWALING

Director, Information Management Service

Approved by:

ADOR G. CANLAS, CESO IV

Undersecretary, Technical Services
and Information Management Service

**2024 PPMP and ILG for IT Equipment and Software
Misamis Occidental 2nd DEO, Region X**

In reference to the above subject, please be informed that we have reviewed and evaluated the said documents and have provided our comments below:

Office	Item	ICT Inventory	Qty	Remarks						
Finance Section	Desktop Computer	15	17	As to purpose, this Office approves the procurement of two (2) units of Desktop Computer for Administrative Use for the Quality Assurance Section.						
Maintenance Section		9	1	For the remaining units, please specify the purpose it is intended and the <u>software application to be installed</u> upon request for technical specification and certification so we can assess the appropriate specifications to be issued.						
Quality Assurance Section		8	6							
Finance Section	Laptop Computer	1	10	Please specify the purpose it is intended and the <u>software application to be installed</u> upon request for technical specification and certification so we can assess the appropriate specifications to be issued.						
Quality Assurance Section		2	1							
Finance Section	Printer	6	2	As to quantity, this Office approves the procurement of Multifunction Inkjet Printer (A4) as follows: <table><tr><th>Office</th><th>Approved Quantity</th></tr><tr><td>Finance Section</td><td>1</td></tr><tr><td>Quality Assurance Section</td><td>1</td></tr></table>	Office	Approved Quantity	Finance Section	1	Quality Assurance Section	1
Office		Approved Quantity								
Finance Section	1									
Quality Assurance Section	1									
Quality Assurance Section	6	6	As for the remaining unit, please specify the <u>size and type</u> upon request for technical specification and certification so we can assess the appropriate specifications to be issued. It is reiterated that printers are shared resources and are <u>not intended for 1:1 use</u> . The technical specifications for printers provided by this Office are network-ready and has document scanning capability .							
Maintenance Section	Printer, A3	2	3	As to quantity, this Office approves the procurement of three (3) units of Multifunction Inkjet Printer (A3). It is reiterated that printers are shared resources and are <u>not intended for 1:1 use</u> . The technical specifications for printers provided by this Office are network-ready and has document scanning capability .						

Finance Section	UPS 1000 VA (APC)	7	5	<p>As to purpose, this Office approves the procurement of four (4) units of UPS (for Workstation) for the Maintenance Section.</p> <p>However, it is noted that the allotted unit cost of PHP 16,500.00. It is reminded that procuring ICT equipment above the standard specifications issued by this Office is not cost-efficient for the Department.</p> <p>As for the remaining units, please provide detailed justification for the purpose it is intended upon request for technical specification and certification.</p> <p>It is informed that the standard technical specification of UPS for workstation is only <u>650VA/390W</u>. It is also reminded that it is unwise to keep spare UPS as its battery automatically discharges over time.</p> <p>It is reminded that in compliance with Section 18 of the Revised IRR of R.A 9184's ruling on brand named procurement, reference to brand names (<i>APC</i>) is not allowed.</p>
Maintenance Section		1	4	
Quality Assurance Section		5	14	
Maintenance Section	Smartphone	2	9	<p>Upon request for technical specification, please submit the following for reassessment:</p> <ol style="list-style-type: none"> 1. Detailed justification for the procurement of smartphone. 2. List of intend end-users: complete name, designation, employment status, and supporting documents i.e. Project Designation Order (PDO), updated list of Maintenance Point Person (MPP). <p>It is reiterated that this office only provides technical specifications for smartphone <u>solely intended for geo-tagging activities</u> performed by employees <u>who do actual geotagging activities on a regular basis, as part of their core function.</u></p>
Quality Assurance Section		1	5	

It is advised **to conduct a market survey** to qualified Suppliers of various brands and models in your respective area using the DPWH standard technical specifications in order to get the actual market price.

In conducting the market survey, it is advised that quotations with components that are way above the standard technical specifications be **excluded** from your market survey data as it may **distort** the result of the Average Cost and Actual Market Price of the conducted Market Survey.

Moreover, it is strongly advised that the IT Support Officer shall **ensure Supplier's compliance** against the DPWH standard technical specifications used in canvassing, and the said compliance be **indicated** in the Certification on Market Survey.

For audit consideration, assess your IT requirement diligently to ensure that the existing IT resources of your office are fully maximized, and that IT Procurement is driven by necessity and promotes efficient utilization and greater productivity.

Request ID No. R72846-W58810

Date of Application: Oct 6, 2023

DPWH Site: District Engineering Office ☒ 2nd Tangub City, Misamis Occidental

Contact / Local Nos.: 74005

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)
Laptop	Laptop(Application Use)/Utilized for Online Bidding purpose needed by the BAC Unit/	1	Procurement Office
UPS	UPS to replace defective existing unit, Sofronia C. Uy, Aaron S. Agbulos	2	Procurement Office

*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:

☒ as to quantity ☒ as to purpose

CARMENCITA P. FUENTES

JENNIFER P. DELA FUENTE

CAROL LYN C. ABINALES

Supply Officer

IT Support Officer

Head of Office

(Signature over Printed Name)

(Signature over Printed Name)

(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: 10-24-23

Dated Evaluated: 11-14-23

Procurement under projects:

Latest Inventory Report on record: **Aug 2023**

N/A

Has submitted the PPMP & ILG for IT Equipment and Software? ☒ YES ☐ NO Fiscal Year: 2023

Assessment based on approved PPMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
PO:	Laptop (admin)	1	-	Approved.	For our detailed evaluation, please see attached annex.
PO:	UPS (workstation)	2	-	Approved.	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					

Evaluated by:

NDAMI R. LIM

Chief, IT Assets Management Section
(Signature over Printed Name)

Endorse by:

FORTUNATO G. BERGANZA, JR.

Chief, User Support Division
(Signature over Printed Name)

Approved by:

RNALF B. CAVALING

Director, Information Management Service
(Signature over printed name)

Request ID No. R77698-W62262

REQUEST

(To be filled out by Requester)

Date of Application: Feb 1, 2024

DPWH Site: District Engineering Office ☐ DPWH-MODEO II, Tangub City

Contact / Local Nos.: 74005

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 (Specialized Application Software Use), for use in Planning & Design/Personnel	6	Planning and Design
Desktop	Desktop (Administrative Use), for use in Planning and Design/PDS Staff	1	Planning and Design
UPS	UPS to replace defective existing unit, Dionisio Anonas, Leo Ulyndell Gumera	2	Planning and Design
Desktop	Desktop (Administrative Use), for use in Administrative Section, Rosie L. Maghanoy	1	Administrative

*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 RC and DEO only)

☒ as to quantity; ☐ as to purpose

Approved by:

CARMENCITA P. FUENTES

Supply Officer
(Signature over Printed Name)

JENNIFER P. DELA FUENTE

IT Support Officer
(Signature over Printed Name)

CAROL LYN C. ABINALES

Head of Office
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled out by ITAMS-IMS)

Dated Received: 02/14/24: 02/19/24

Dated Evaluated: 02/16/24; 02/20/24

Latest Inventory Report on record: Jan. 2024

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

Procurement under projects:

n/a

Assessment based on approved PMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
PDS:	Desktop (specialized)	6	-	Approved.	For our detailed evaluation, please see attached Annex A.
PDS:	Desktop (admin)	1	-	Approved.	
PDS:	UPS (for Workstation)	2	-	Approved.	
AS:	Desktop (admin)	1	-	Approved.	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		XXXXXX	XXXXXX	XXXXXX	

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)

NY Reg. # 2624-02-002

REQUEST FORM

Request ID No. **R72417-W58445**

REQUEST

REQUEST
(to be filled out by Requester)

Date of Application: Sep 26, 2023

DPWH Site: District Engineering Office 2nd Tangub Crt, Misamis Occidental

Contact / Local Nos. : 74005

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(Administrative Use), for use in Public Information Office, Pelagia D. Dahilog	1	Public Relation Office / PIO
UPS	UPS to replace defective existing unit, Sofia J. Paminana	2	Cash / Admin
UPS	UPS to replace defective existing unit, Jenny V. Morales	2	Records / Admin
UPS	UPS to replace defective existing unit, Carmencita P. Fuentes	2	Supply and Property / Admin
UPS	UPS to replace defective existing unit, Jason S. Bicoy, Napoleon B. Fernan, L. C. Pampilo	15	Construction

Please use another interest form, if necessary.

**U. laticollis* and *U. angusticollis* were found in 1979. (J. H. H. H. H.)

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. 163, series 2023, 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 DEU only)

☒ as to quantity ☒ as to purpose

Approved by:

CARMENCITA P. FUENTES

Supply Officer

(Signature over Printed Name)

JENNIFER P. DELA FUENTE

IT Support Officer

(Signature over Printed Name)

CAROL LYN C. ABINALES

Head of Office

(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled out by ITAMS-IMIS)

Dated Received: 10-13-23

Dated Evaluated: 10-14-23

Latest Inventory Report on record: **Aug 2023**

Has submitted the PPEP & ILG for IT Equipment and Software? ☒ YES ☐ NO Fiscal Year: 2023

Procurement under projects

N/A

Assessment based on approved PMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
PIO:	Desktop (admin)	1	-	Approved.	For our detailed evaluation, please see attached annex.
AS:	UPS (workstation)	6	-	Approved.	
CS:	CS (workstation)	15	-	Approved.	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					

Evaluated by:

NOEMI R. LIM

Chief, IT Assets Management Section

Phosphorus in Lake Ontario

Endorsement:

FORTUNATO G. BERGANIA, JR.

Chief, Labor Supervision Division

Approved by _____

RHALF B. CAWALING

Director, Information Management Service

Signature over Printed Name



**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: UPS (650VA) for Workstation

Description: Continuous power supply and data loss prevention

<i>Main Equipment Components</i>	<i>Specification</i>
<div>Power Ratings</div> <div>Outlets</div> <div>Features</div>	650VA/390W 230V - Input/Output Voltage 5 minutes back-up power at half load 8 hours recharge time 2 power output / connectors Built-in Automatic Voltage Regulator (AVR), Automatic Self-Test (built-in), Alarms (Online, on battery, replacement battery, and overload)
<i>Accessories</i>	<i>Specification</i>
Cables and Connectors	All necessary cables and connectors.

Other Requirements:

Brand and Model: Must be an International Brand Name with existence of at least five (5) years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.

Documentation and Media: The 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 one (1) year warranty for parts and on-site labor from the date of the Inspection and Acceptance Report.

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

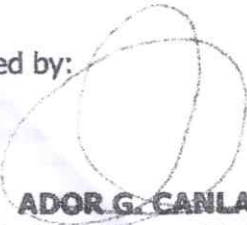
Prepared by:

Checked by:

MARY JANE N. PANTOJA
Chief, Business Innovation Division


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**

Issue Date:

11-Dec-23

Doc. Code:

DPWH-IMS-OMP-IMSPPS-04-03a

Revision No.

4

Page No.

Page 1 of 2

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.



**Standard Technical Specifications for
ICT Equipment**

Issue Date:	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-03a
Revision No.	4
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:

MARY JANE N. PANTOJA
Chief, Business Innovation Division

Checked by:

RHALF B. CAWALING
Director, Information Management Service

Approved by:

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



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

DPWH-MODEO II
TANGUB CITY
RMU-HRAS

Form No. IMS-2021-07-02

RECEIVED: *[Signature]*
DATE: 4/2/2024
TIME: 9:00 AM

**HARDWARE AND SOFTWARE PURCHASE
REQUEST FORM**

Request ID No. R78948-W63153

REQUEST

(to be filled out by Requester)

Date of Application: **Feb 22, 2024**

DPWH Site: District Engineering Office ☐ Misamis Occidental 2nd DEO, Region X

Contact / Local Nos.: 74005

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)
Plotter	Plotter, (for use in Construction Section) Engr. Joel A. Jalem	1	Construction
Others (specify)	RTK, (for use in Construction Section), Engr. Reymart Sheen Curayag	1	Construction
Others (specify)	Total Station Survey Instrument (for use in Construction Section), Engr. A. Jimenez Jr.	1	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:

CARMENCITA P. FUENTES

Supply Officer
(Signature over Printed Name)

Assessed by: (for RO and DEO only)

☒ as to quantity ☒ as to purpose

JENNIFER P. DELA FUENTE

IT Support Officer
(Signature over Printed Name)

Approved by:

CAROL LYN C. ABINALES

Head of Office
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: 03/06/24

Dated Evaluated: 03/07/24

test Inventory Report on record: Jan. 2024

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

Procurement under projects:

n/a

Assessment based on approved PPMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
CS:	Multifunction Inkjet Plotter (Color, 36")	1	-	Approved.	For our detailed evaluation, please see attached Annex A.
	XX				

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)

Standard Technical Specifications for ICT Equipment

Name of Equipment: MULTIFUNCTION INKJET PLOTTER (Color, 36")

Description: For printing, scanning, and copying of technical documents in large format (A1 size)

Main Equipment Components		Specification
General		
	<i>Print Technology</i>	Inkjet (Color)
	<i>Print and Copy Speed</i>	80 A1 per hour
	<i>Print Quality</i>	2400 x 1200 dpi
	<i>Scan Resolution</i>	600 dpi
	<i>Ink System</i>	Genuine Ink Cartridge (Pigment-based); Ink Cartridge must be available nationwide. Certificate of Authenticity is required.
	<i>Network Interface</i>	Gigabit Ethernet
	<i>IO Ports</i>	RJ-45, USB 2.0 / 3.0
	<i>Power</i>	240 VAC
Paper Handling		
	<i>Maximum Media Size</i>	11" - 36" wide
	<i>Media Type</i>	Bond and coated, technical paper, film, and photographic paper
	<i>Document finishing</i>	Sheet feed; roll feed; automatic cutter (cuts all media except canvas)
Software		
	<i>Supported OS</i>	Windows 11, 10, 8.1 (32-bit and 64-bit)
	<i>Drivers</i>	Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system.
Accessories		
	<i>Ink Cartridge</i>	Pre-installed ink cartridge with additional three (3) high yield ink cartridge per color
	<i>Cables and Connectors</i>	All necessary cables and connectors; patch cable (CAT6, factory crimped with RJ-45 connector, 5 meters, preferably color orange)
	<i>Printer Stand</i>	Manufacturer's Standard
	<i>Media Bin</i>	Manufacturer's Standard

Other Requirements:

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

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

Documentation and Media: The 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 three (3) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).



**Standard Technical Specifications for
ICT Equipment**

Issue Date:	
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-08k
Revision No.	5
Page No.	Page 2 of 2

Name of Equipment: MULTIFUNCTION INKJET PLOTTER (Color, 36")

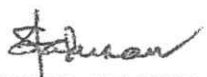
Description: For printing, scanning, and copying of technical documents in large format (A1 size)

Technical Support: The local technical support through 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

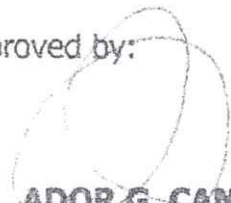
Prepared by:

Checked by:


MARY JANE N. PANTOJA
Chief, Business Innovation Division
2AS


RHALF B. CAWALING
Director, Information Management Service

Approved by:


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



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

Form No. IMS-2021-07-02

**HARDWARE AND SOFTWARE PURCHASE
REQUEST FORM**

Request ID No. **R77688-W62258**

REQUEST

(To be filled out by Requester)

Date of Application: **Feb 8, 2024**

Misamis Occidental 2nd DEO, Region X

DPWH Site: District Engineering Office ☐ DPWH-MODEO II, Tangub City

Contact / Local Nos.: 74005

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)
Printer	A4 MF Printer/To be use of Finance Sect., Lauren B. Aquino	1	Finance
Printer	Printer A3 Colour, Print Scan Copy/for use in Maint. Sect. T.F. Apat J. Peñas, J.B. Pareja	3	Maintenance
UPS	UPS to replace defective existing unit, Tessie Fer Apat, Jed Peñas, M. Medina, C. Hotelano	4	Maintenance
Printer	Printer (Multi-Function Printer) 3 in 1 for use in Quality Assurance, Kirby Perez	1	Quality Assurance and Hydrology
Desktop	Desktop (Administrative Use), for use in Quality Assurance Sect., J. Peñas, V. Leopoldo	2	Quality Assurance and Hydrology

*Please use another request form, if necessary.

AGREEMENT

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Requested by:

CARMENCITA P. FUENTES

Supply Officer
(Signature over Printed Name)

Assessed by: (for RD and DEO only)

☒ as to quantity ☒ as to purpose

JENNIFER P. DELA FUENTE

IT Support Officer
(Signature over Printed Name)

Approved by:

CAROL LYN C. ABINALES

Head of Office
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: **02/14/24**

Dated Evaluated: **02/16/24**

Latest Inventory Report on record: **Jan. 2024**

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

Procurement under projects:

n/a

Assessment based on approved PPMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
FS:	Multifunction Inkjet Printer (A4)	1	-	Approved.	For our detailed evaluation, please see attached Annex A.
MS:	Multifunction Inkjet Printer (A3)	3	-	Approved.	
MS:	UPS (for Workstation)	4	-	Approved.	
QAS:	Multifunction Inkjet Printer (A4)	1	-	Approved.	
QAS	Desktop (admin)	2	-	Approved.	

Evaluated by:

NOEMI R. LIM

Chief, IT Assets Management Section
(Signature over Printed Name)

End-user:

FORTUNATO G. BERGANIA, JR.

Chief, User Support Division
(Signature over Printed Name)

Approved by:

RHALF S. CAWALING

Director, Information Management Service
(Signature over Printed Name)



**Standard Technical Specifications for
ICT Equipment**

Issue Date:	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-08a
Revision No.	4
Page No.	Page 1 of 2

Name of Equipment: MULTIFUNCTION INKJET PRINTER (A4)

Description: For daily document printing, copying and scanning

Main Equipment Components		Specification
General		
	<i>Print Technology</i>	Inkjet (Color)
	<i>Print Speed</i>	Draft: 22 ppm or ISO: 9 ipm; speed measured using A4/Letter size paper
	<i>Print Quality</i>	600 x 600 dpi
	<i>Copy Speed</i>	Draft: 6 cpm or ISO: 5.5 ipm; speed measured using A4/Letter size paper
	<i>Scan Resolution</i>	1200 dpi
	<i>Scan Features</i>	Multi-sheet scan to single PDF file
	<i>Scan Type</i>	Flatbed and ADF
	<i>Duty Cycle</i>	5,000 pages per month
	<i>Ink System</i>	Continuous Ink Supply System or Ink Tank System (original or built-in); Refill must be available nationwide. Certificate of Authenticity is required.
	<i>Network Interface</i>	Fast Ethernet
	<i>IO Ports</i>	USB 2.0; Ethernet (RJ-45)
Paper Handling		
	<i>Duplex Printing</i>	Automatic two-sided printing
	<i>Paper Trays</i>	Two Trays (Standard Input tray, Multi-purpose tray)
	<i>Maximum Media Size</i>	Legal (8.5in x 14in)
	<i>Media Type</i>	Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, photo, brochures.
Software		
	<i>Supported OS</i>	Windows 11, 10, 8.1 (32-bit and 64-bit)
	<i>Drivers</i>	Original CD/DVD copy or in any electronic media storage. Must be compatible with 32-bit and 64-bit operating system.
Accessories		
	<i>Ink Tank</i>	Pre-installed ink tanks with additional three (3) standard Ink refill bottles per color.
	<i>Cables and Connectors</i>	All necessary cables and connectors; patch cable (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 10 years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.		
Regulatory: ENERGY STAR certified (with Energy Star Stamp). For printers that do not carry Energy Star label, an appropriate means of proof of Energy consumption level shall be submitted such as technical dossier of the manufacturer or attest report from a recognized body to demonstrate compliance with this requirement.		
Documentation and Media: The equipment shall be supplied with standard manufacturer documentation, on any electronic storage media and hard copy version where available.		



Department of Public Works and Highways
CENTRAL OFFICE

**Standard Technical Specifications for
ICT Equipment**

Issue Date:

11-Dec-23

Doc. Code:

DPWH-IMS-OMP-IMSPPS-04-08a

Revision No.

4

Page No.

Page 2 of 2

Name of Equipment: MULTIFUNCTION INKJET PRINTER (A4)

Description: For daily document printing, copying and scanning

Warranty and Maintenance: The Supplier is required to provide a one (1) year warranty for parts and onsite labor from the date of the Inspection and Acceptance Report (IAR).

Technical Support: The local technical support through 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

Chief, Business Innovation Division

RHALF B. CAWALING

Director, Information Management Service

Approved by:

ADOR G. CANLAS, CESO IV

Undersecretary, Technical Services
and Information Management Service

ICT Reg. # 2024-02-002

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: DESKTOP COMPUTER (Specialized Software Application Use)

Description: For Specialized Software Application Use

Main Equipment Components		Specification
Computer	<i>Processor & Chipset</i>	Core-i7 (12th Gen), 8-cores and 64-bit or its equivalent
	<i>Internal Memory</i>	32GB DDR4
	<i>Storage</i>	1TB 7200RPM HDD + 512GB SSD
	<i>Display & Graphics</i>	23-inch to 24-inch Diagonal Full High-Definition Wide Screen or Wide Viewing Angle LED Display (same brand as CPU); 6 GB dedicated graphics memory
	<i>Audio</i>	Integrated Sound Card with internal / external speaker
	<i>Expansion Slot</i>	4 slots on-board, atleast 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 transferrable. 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. 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.

Issue Date :	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-03b
Revision No.	4
Page No.	Page 2 of 2

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: DESKTOP COMPUTER (Specialized Software Application Use)

Description: For Specialized Software Application 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 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 Specialized Software Application Use tech specs.

Prepared by:

Checked by:

MARY JANE N. PANTOJA
Chief, Business Innovation Division

RHAF B. CAWALING
Director, Information Management Service

Approved by:

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

Issue Date:	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-11b
Revision No.	4
Page No.	Page 1 of 1

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: UPS (650VA) for Workstation

Description: Continuous power supply and data loss prevention

<i>Main Equipment Components</i>	<i>Specification</i>
<p><i>Power Ratings</i></p> <p><i>Outlets</i></p> <p><i>Features</i></p>	<p>650VA/390W</p> <p>230V - Input/Output Voltage</p> <p>5 minutes back-up power at half load</p> <p>8 hours recharge time</p> <p>2 power output / connectors</p> <p>Built-in Automatic Voltage Regulator (AVR), Automatic Self-Test (built-in), Alarms (Online, on battery, replacement battery, and overload)</p>
<i>Accessories</i>	<i>Specification</i>
<p><i>Cables and Connectors</i></p>	<p>All necessary cables and connectors.</p>

Other Requirements:

Brand and Model: Must be an International Brand Name with existence of at least five (5) years in the Philippines. Unit model must be in current catalog and not end-of-life. Manufacturer's certificate is required.

Documentation and Media: The 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 one (1) year warranty for parts and on-site labor from the date of the Inspection and Acceptance Report.

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
Chief, Business Innovation Division

RHAF B. CAWALING
Director, Information Management Service

Approved by:

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

Issue Date:	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-03a
Revision No.	4
Page No.	Page 1 of 2

**Standard Technical Specifications for
ICT Equipment**

Name of Equipment: DESKTOP COMPUTER for Administrative Use

Description: For Administrative Use

Main Equipment Components		Specification
Computer		
Processor & Chipset		Core-i5 (12th Gen), 6-cores and 64-bit or its equivalent
Internal Memory		8 GB DDR4
Storage		1TB 7200RPM HDD
Display & Graphics		21-inch Diagonal Full High-Definition Wide Screen or Wide Viewing Angle LED Display (same brand as CPU); Integrated graphics memory
Audio		Integrated Sound Card with internal / external speaker
Expansion Slot		4 slots on-board, at least 1 PCI Express slot
I/O Ports		6 USB (2 front, 4 rear at least 1 Type-C), VGA, Audio, HDMI / Display Port, Ethernet (RJ-45)
Network Interface		Integrated Gigabit Ethernet
Casing		Two (2) external drive bays
Software		
Operating System		Licensed OEM Windows 11 Professional 64-bit with media installer. Must be activated with Microsoft prior to delivery.
Recovery Media		All drivers and utilities must be stored in any electronic storage media. It must be properly labelled and virus free.
Office Software		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
Keyboard		Manufacturer's Standard (same brand as the Computer)
Mouse		Optical with mouse pad (same brand as the Computer)
Webcam		2MP FHD
Headset		Headset with Microphone (1-meter cable length, with noise cancellation feature, audio jack/USB connections type. Must be compatible with the offered desktop)
Power Supply		Manufacturer's Standard
Cables and Connectors		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.		

Issue Date:	11-Dec-23
Doc. Code:	DPWH-IMS-OMP-IMSPPS-04-03a
Revision No.	4
Page No.	Page 2 of 2

**Standard Technical Specifications for
ICT Equipment**

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.

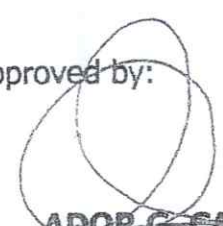
Prepared by:

Checked by:


MARY JANE N. PANTOJA
Chief, Business Innovation Division


RHALF B. CAWALING
Director, Information Management Service

Approved by:

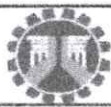

ADOR G. CANLAS, CESO IV
Undersecretary, Technical Services
and Information Management Service

Request ID No. R72417-W58445

Type of Hardware/Software	Description / Purpose / Name of End-user	No. of units /licenses	Office Unit (Division/Section)
Desktop	Desktop(Administrative Use), for use in Public Information Office, Pelagia D. Dahilog	1	Public Relation Office / PIO
UPS	UPS to replace defective existing unit, Sofia J. Paimisana	2	Cash / Admin
UPS	UPS to replace defective existing unit, Jenny V. Morales	2	Records / Admin
UPS	UPS to replace defective existing unit, Carmencita P. Fuentes	2	Supply and Property / Admin
UPS	UPS to replace defective existing unit, Jason S. Bicoy, Napoleon B. Fernan, L. C. Pampilo	✓ 15	Construction

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
PIO:	Desktop (admin)	1	-	Approved.	For our detailed evaluation, please see attached annex.
AS:	UPS (workstation)	6	-	Approved.	
CS:	CS (workstation)	15	-	Approved.	
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					

Director, Information Management Service
(Signature over Printed Name)



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. **R77688-W62258**

REQUEST (to be filled out by Requester)

Date of Application: **Feb 8, 2024**

Misamis Occidental 2nd DEO, Region X

DPWH Site: District Engineering Office ☐ DPWH-MODEO II, Tangub City

Contact / Local Nos.: 74005

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)
Printer	A4 MF Printer/To be use of Finance Sect., Laureen B. Aquino	1	Finance
Printer	Printer A3 Colour, Print Scan Copy/for use in Maint. Sect. T.F. Apat J. Peñas, J.B. Pareja	3	Maintenance
UPS	UPS to replace defective existing unit, Tessie Fer Apat, Jed Peñas, M. Medina, C. Hotelano	4	Maintenance
Printer	Printer (Multi-Function Printer) 3 in 1 for use in Quality Assurance, Kirby Perez	1	Quality Assurance and Hydrology
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Requested by:

Assessed by: (for RO and DEO only)

Approved by:

CARMENCITA P. FUENTESSupply Officer
(Signature over Printed Name)**JENNIFER P. DELA FUENTE**IT Support Officer
(Signature over Printed Name)**CAROL LYN C. ABINALES**Head of Office
(Signature over Printed Name)

EVALUATION OF REQUEST

(To be filled-out by ITAMS-IMS)

Dated Received: **02/14/24**Dated Evaluated: **02/16/24**

Procurement under projects:

Latest Inventory Report on record: **Jan. 2024**

n/a

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

Assessment based on approved PPMP

Office	Hardware / Software	Approved Quantity	Remaining Balance	Status	Remarks
FS:	Multifunction Inkjet Printer (A4)	1	-	Approved.	For our detailed evaluation, please see attached Annex A.
MS:	Multifunction Inkjet Printer (A3)	3	-	Approved.	
MS:	UPS (for Workstation)	4	-	Approved.	
QAS:	Multifunction Inkjet Printer (A4)	1	-	Approved.	
QAS	Desktop (admin)	2	-	Approved.	

Evaluated by:

NOEMI R. LIMChief, 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. CAWALINGDirector, Information Management Service
(Signature over Printed Name)