



# UNIVERSITY OF THE PHILIPPINES MANILA

Taft Avenue, Manila, Metro Manila, NCR  
VAT Reg. TIN: 000-864-006-00005

HR-DO 1200 2804

## Purchase Request

Entity Name: UP Manila

Fund Cluster: 05

PPMP No.:

Office/Section: UPM Human Resource Development Office	PR No.: 12946 <i>Feb 24 2021</i>	Date: Jan 19, 2021
Responsibility Center Code: MA03018001 - -		

Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pc	Laptop, Windows 10, Intel i7-10th gen, 16GB RAM, DDR4, 2666MHz or 3200MHz, HDD+SSD/eMMC, 1TB, 128GB, 5400rpm or 7200rpm, 13"inch display, 1920x1080 pixels, WiFi, Ethernet: RJ45, HDMI, Bluetooth, Camera, USB 2.0,3.0, USB Type-C.	3	45,000.00	135,000.00
<b>Grand Total</b>					<b>135,000.00</b>

Purpose: I

3 laptop is for HRD use, (1) for training & seminar (Webinar or face-to-face)  
(2) will be given to staff who are doing high volume of task when working from home.

Signature:	Requested by: <i>Javier</i> <i>2/3/2021</i>	Approved by:
Printed Name:	Javier, Prof. Richard Santiago, MBA- HA	Samaniego, Dr. Arlene Alcib MD
Designation:	Director	Vice Chancellor for Administration

*FEB 18 2021*

Certified that all items listed in Purchase Request No. *12946* were included in the *2021* Annual Procurement Plan submitted by UP Manila.  
Made of Procurement *ONLINE PROCUREMENT*  
*Lovelle C. Saguis*  
MILADILLA A. SANTIAGO, MPA  
Director, UPM-Procurement Office *2/25/2021*

**BUDGET CLEARANCE**  
Fund Source: *PR-RF-21-014*  
Approved Amount: *₱ 135,000.00*  
*Lovelle C. Saguis*  
LOVELLE C. SAGUIS  
Chief Budget Officer, UPM  
Date: *for discussion*

*mem & m*  
**FEB 18 2021**

UPM - Procurement Office

RECEIVED

*Feb 24 2021*  
Samaniego, Dr. Arlene

**JB 8:56**  
**15 FEB 2021**

**JB 12:30**  
**08 FEB 2021**

UPM Procurement Office  
RECEIVED  
*Feb 19 2021*  
*Feb 4 2021*  
Office A/C (10)



**Technical evaluation**

January 22, 2021

Requesting College/Unit:

**UPM HRDO**

End-Users: **Prof. Richard S. Javier**  
**Director**

Subject: **Equipment Purchase**

Units **NOTE: For reference**

**1 Laptop**

**P 45,000.00-**

- CPU: Intel Core i7
- Processor Model: Intel Core i7-10<sup>th</sup> gen
- RAM: 16GB RAM
- Memory type: DDR4
- Memory speed: 2666MHz or 3200MHz
- Storage type: HDD+SSD/eMMC
- HDD: 1TB
- SSD: 128GB
- Rotational speed: 5400rpm or 7200rpm
- Display: 13'inch
- Resolution 1920x1080 pixels
- Network: WiFi, Ethernet: RJ45
- Connectivity: HDMI, USB 2.0,3.0, Bluetooth, Camera, Speakers, Mic, Trackpad, USB Type-C
- Software: Windows 10

Prepared by:

**Alvin Yu Aribe**  
Information Systems Researcher II

**Geoffrey A. Solano, PhD, MSc**  
Director, IMS

Note: This is for technical evaluation and for reference only, and not an assurance for funds availability nor for a recommending approval