



# UNIVERSITY OF THE PHILIPPINES

## MANILA

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

ULL2005499

### Purchase Request

Entity Name: UP Manila

Fund Cluster: 05

PPMP No.:

Office/Section: UPM University Library		PR No.: 13150	Date: Feb 9, 2021		
		Responsibility Center Code: MA03003001 - -			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	set	Computer Desktop (Intel core i7 10510U 1.80GHz Processor 8M Cache, 4.90GHz /2GB NVIDIA GeForce MX350 with GDDRS VRAM /16 GB LPDDR3 2133 MHz SDRAM Onboard memory/512 GB PCIe Gen3x4 with Intel Optane SSD /14.0 display, Windows10)1 yr warranty	5	85,000.00	425,000.00
	set	Laptop - Windows, Screen: 14" in FHD, IPS Touch/Intel Core i7 8550U/8GB/512GB SSD M.2 PCIe NVMe, Wireless AC, Intel Bluetooth 4.1/Windows 10; warranty:2 years	3	75,000.00	225,000.00
	pc	Printer (Colored with Ink Tank System, WiFi direct, 4 in 1, Print, copy & scan and borderless photo printing)	1	15,000.00	15,000.00
	un	Scanner; Flatbed with ADF, high speed (monochrome & color) duplex scanning document scanner)	1	50,000.00	50,000.00
<b>Grand Total</b>					<b>715,000.00</b>
<b>Purpose:</b> Purchase of IT and Office equipment					

Signature: _____	Requested by: <u><i>Maria Nimfa Varela</i></u>	Approved by: _____
Printed Name: <u>Castro, Ms. Maria Nimfa Varela</u>		<u>Samaniego, Dr. Arlene Alcida, MD</u>
Designation: <u>University Librarian</u>		<u>Vice Chancellor for Administration</u>

FOR: *SP* **MAR 08 2021**

Certified that all items listed in Purchase Request No. 13150 were included in the 2021 Annual Procurement Plan approved by UP Manila.  
Mode of Procurement: Small Value Procurement  
*Miladella A. Santiago*  
**MILADILLA A. SANTIAGO, MPA**  
Director, UPM-Procurement Office Feb. 2/16/2021

**BUDGET CLEARANCE**  
Fund Source: PR-We-21-03-14  
Approved Amount: P 715,000.00  
*Lovellette C. Sagud*  
**LOVELLETTE C. SAGUD**  
Chief Budget Officer, UPM  
Date: 2/9/21

RECEIVED BY: *Blanca Finkler*  
DATE & TIME: 03-11-21

**MAR 04 2021**

**MAR 09 2021**  
UPM - Procurement Office  
**RECEIVED**  
*Spencer D. Sosa*  
**SPENCER D. SOSA**  
Office Aide (JO)

*Mag46*  
**MAR 04 2021**

University of the Philippines Manila  
PROCUREMENT OFFICE

CHECKLIST OF REQUIREMENTS FOR PROCUREMENT  
(GOODS)

PROJECT TITLE: Purchase of IT and Office Equipment

END-USER: UNIVERSITY LIBRARY

PR No. 13150

- PURCHASE REQUEST
- Complete description (Quantity, Unit, Unit Cost and Total Amount.
  - Specifications.
  - Terms and Conditions (e.g. warranty and delivery period.
  - Signature of End-User.
  - VCA
  - PGH Director
  - Chancellor
- Budget Clearance: ABC 715,000.00
- Fund Source: PR-Lib-21-03-14
- Inclusion in the APP/SPPMP PPMP 2021

**Mode of Procurement :**

- For Public Bidding (BAC III)
- Alternative Mode :
- Small Value (Procuring Unit/End-User)
  - Shopping
  - Direct Contracting due to \_\_\_\_\_
  - \_\_\_\_\_

BAC3-2021-\_\_\_\_\_

Other instructions/remarks:

BAC3 will conduct SVP.

  
MILADILLA A. SANTIAGO, MPA

Director I

UPM-Pro-F2

Date: 3/11/21

University of the Philippines Manila  
BUDGET OFFICE

Date : 2/23/21

For : M

Please, for verifications of the  
attached PR# 13150 if for replacement,  
of condemned unit.

Thank you.

bn



UNIVERSITY LIBRARY  
University of the Philippines Manila  
The Health Sciences Center  
Tel. No. 526-4253 / 526-4263  
Fax No. 526-5847

Office of the University Librarian

From : MARIA NIMFA V. CASTRO, MLIS  
University Librarian

Date:  
03 MARCH 2021

To: Ms. Lucille Saguid,  
Chief, Budget Office

PLEASE

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Approval / Consideration | <input type="checkbox"/> Signature                       |
| <input type="checkbox"/> Comment / Recommend                 | <input type="checkbox"/> As requested                    |
| <input checked="" type="checkbox"/> Appropriate action       | <input checked="" type="checkbox"/> For your information |
| <input type="checkbox"/> Disseminate information             | <input type="checkbox"/> For your files                  |
| <input type="checkbox"/> Notify / Reply to party:            | <input type="checkbox"/> Return                          |

REMARKS

The 5 PCs in the attached PR are  
to replace the outdated ones in different  
libraries. The 3 laptops, a scanner and a  
printer are to be distributed in different  
libraries as badly needed.

Thank you.

02-200-774



**UNIVERSITY OF THE PHILIPPINES MANILA**  
**University Library**

University Library Bldg., UP Manila Compound, Pedro Gil St., Ermita, Manila, 1000 Philippines  
Tel. No.: (632) 5264253 Fax No.: 5265847 Website: <http://lib.upm.edu.ph/>



02 February 2021

**Geoffrey A. Solano, M.Sc.**  
Director, IMS  
University of the Philippines Manila

Dear Sir:

Good day.

We have prepared the desired specifications for the office and library equipment for University Library for the first quarter of 2021.

Attached is the list of equipment and it's corresponding specifications for your assessment and approval. This will help us in the preparation of our Purchase Request.

Thank you for your usual support.

Very truly yours,

  
**MARIA NIMFA V. CASTRO, MLIS**  
University Librarian





# UNIVERSITY OF THE PHILIPPINES MANILA University Library

University Library Bldg., UP Manila Compound, Pedro Gil St., Ermita, Manila, 1000 Philippines  
Tel. No.: (632) 5264253 Fax No.: 5265847 Website: <http://lib.upm.edu.ph/>



02 February 2021

## Technical Specifications

### Purchase of Library Equipment and Office Equipment

Unit	Description	Amount
1	Bookeye Scanner (Bookeye 4 V2 Professional Color A2+600dpi BE4 SGS-V2 Professional Color Overhead Scanner) Warranty: 1 year on parts and labor	Php 1,650,000.00
1	Scanner (Flatbed document scanner) Warranty: 1 year	Php 50,000.00
5	Computer Desktop (Intel Core i7 10510U 1.80 GHz Processor 8M Cache, up to 4.90 GHz / 2GB NVIDIA GeForce MX350 with GDDRS VRAM / 16 GB LPDDR3 2133 MHz SDRAM Onboard memory / 512GB PCIe Gen3x4 with Intel Optane SSD / 14.0 display, Windows 10) 1 year warranty on parts & labor.	Php 425,000.00
3	Laptop – Windows laptop, Screen 14" in FHD, IPS Touch/ Intel Core i7 8550U/ 8GB/ 512GB SSD M.2 PCIe NVMe, Wireless AC, Intel Bluetooth 4.1/ Windows 10 Warranty: 2 years	Php 225,000.00

Prepared by:

*Bella Amor A. Fresto*  
**BELLA AMOR A. FRESTO**  
Sci. Doc. Officer II

Noted:

*Maria Nimfa V. Castro*  
**MARIA NIMFA V. CASTRO, MLIS**  
University Librarian

Endorsed:

*Geoffrey A. Solano*  
**Geoffrey A. Solano, M.Sc.**  
Director, IMS

*Allyssa Amice*  
APPROVED  
DATE: 2/3/21