

TERMS OF TECHNICAL SPECIFICATIONS PURCHASE EQUIPMENT

1. In line with the day-to-day operations of the Internal Audit Service (IAS), there is a need to purchase equipment that would ensure the smooth and efficient daily services.
2. **Requirement:** Office Equipments, Supplies and Consumables

LOT 1

External Hard Drive Specifications:

- Capacity: 1TB Expansion Portable
- Interface: USB 3.0
- Type Hard Disk Drive
- 5 Units HDD

Desktop Computer Specifications:

- Storage: 1 TB HDD; 500 GB SSD Storage
- Processor: Intel Core i7 (13th generation or newer) or equivalent
- Operating System: Microsoft Windows 11 Professional x64
- Memory: 16 GB RAM

Laptop Specifications:

- Storage: 8 GB of DDR4 RAM and a 256GB PCIe NVMe M. 2 SSD for storage
- Processor: Intel Core i5 (13th generation or newer) or equivalent
- Operating System: Microsoft Windows 11 Professional x64
- Memory: atleast 16 GB RAM

Projector Specifications:

- 4:3 (XGA), 16:9 (FHD/4K), 16:10 (WXGA/WUXGA)

LOT 2

CE2854HP 85A Black Original LaserJet Toner Cartridge (Black) - 1 Unit 950 XL HP OfficeJet Pro 8600 plus Original LaserJet Toner Cartridge

- Black 1 Unit
- Cyan 1 Unit
- Magenta 1 Unit
- Yellow 1 Unit

Digital Voice Recorder Specifications:

- Rechargeable
- Memory: 8GB

Heavy Duty Paper Shredder Specifications:

- (Feed Width (mm): 220mm
- Shred size(mm): 3x15
- Shred Capacity (70 gsm A4 sheets):10
- Motor/Voltage/Power: 90 W/230 V
- 3 Units

Paper/Ream Cutter A4/A3 Heavy Duty Paper Cutting Machine - 1 Unit

Metal Office Hole Puncher Specifications:

- dimensions:98 x 109 x 121

- Format: A4,A5,A6, Folio, US-Quart,8x8x8 cm
- Hole Distance: 8 cm
- Capacity of punching: 3mm/30 sheets (80 gsm paper)
- Hole quantity: 2)
- 5 units

Sticky Note Pad Specifications:

- Dimension: 3x3in, 76x76mm

Sticky Index Tab (150 sheets)

3. Budget: Php 178,381.03 chargeable against Internal Audit Service Funds for FY 2023

4. Terms of payment: Government Procedure

5. Contact Person:

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