

Assuming the Delivery is Monday							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am		delivery of ICT equipment	16	16	16	16	
9:00am		190 Desktop 130 Laptop 40 Mobile Tablet	16	16	16	16	
10:00am		34 All in one Printer 34 Portable Scanner 15 DSLR Camera	16	16	16	16	
11:00am			16	16	16	16	
12:00nn							
1:00pm			16	16	16	16	
2:00pm			16	16	16	16	
3:00pm			16	16	16	16	
4:00pm			16	16	16	16	
5:00pm			16	16	16	16	
6:00pm			Pick up of ICT for Shipping	Pick up of ICT for Shipping	Pick up of ICT for Shipping	Pick up of ICT for Shipping	
Destination	DOT Central	DOT Central and Regional Office	DOT Regional Office	DOT Regional Office	DOT Regional Office	DOT Regional Office	
	80	80	80	80	80	80	

Note:

The IT Division will ask and borrow a room to facilitate the storage and installation for a period of one to two weeks.

For Desktop and Laptop

4 IT Personnel will be assigned

1 IT can finished 4 unit in 1hr

IT personnel from the supplier must be on stand by and ready to assist as indicated in the Terms of Reference

This can be ship immediate after Installation and as soon as the transfer form is process.

For Mobile Tablet, All in one Printer, Portable Scanner and DSLR Camera

This can be ship immediate as soon as the transfer form is process.

Prepared by:


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Noted by:


Assistant Secretary Howard Lance A. Uyking
 Branding and Marketing Communications
 ISSP Vice Chairperson