



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1308

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 www.tieza.gov.ph

FOR : **ATTY. KAREN MAE G. SARINAS - BAYDO**
ACOO, TEZ Management Sector

THRU : **HERNANDO A. ENAL**
Manager, TEZ Assistance and Monitoring Department

FROM : **FRANCIS THEODORE B. INITORIO**
Administrator, Mt. Samat Flagship TEZ

SUBJECT : **REQUEST TO APPROVE EQUIPMENT OUTLAY FOR 2021**

DATE : **2 NOVEMBER 2020**

May we request approval of the proposed list of equipment for 2021 with total budget cost of **Php2, 001,400.00 (Two million and one thousand four hundred pesos)**. The below listed equipment are deemed necessary as support for the continuous office operations and implementation of infrastructure projects, in consideration of the current restrictions.

EQUIPMENT/DESCRIPTION	TOTAL PRICE	JUSTIFICATION/REMARKS
Two (2) Desktop - PC	Php 150,000.00	For additional professional/technical staff
Two (2) UPS	Php 16,000.00	For additional professional/technical staff
One (1) Autocadd Software	Php 231,900.00	For infra project planning/design
One (1) ArcGIS Software	Php 75,000.00	For infra project planning/design
One (1) Sketch-up Pro	Php 45,000.00	For infra project planning/design
One (1) Steel Filing Cabinet	Php 25,000.00	For proper records keeping of 2018-2020 files
One (1) Split-type Premium Inverter Aircon 2hp (with installation)	Php 60,000.00	*Already approved during the budget hearing
One (1) Document Scanner	Php 17,000.00	For efficient digitization of records/documents



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One (1) 2-Door 8 cu.ft. Inverter Refrigerator	Php 21,000.00	For employee and visitors' use
One (1) LCD Projector 3,600 Lumens	Php 23,500.00	For presentations during meetings, events and activities
One (1) LCD Projector Screen with Stand 1970*1480mm	Php 3,000.00	For presentations during meetings, events and activities
One (1) Camera DSLR 24.3 megapixel	Php 34,000.00	For documentation during meetings, events, site inspections and other related activities
One (1) Multi-purpose Vehicle (MV)	Php 1,300,000.00	*Already approved during the budget hearing
Total	Php 2,001,400.00	

For your consideration and approval.

() Approved

() Disapproved

ATTY. KAREN MAE G. SARINAS - BAYDO
ACOO, TEZ Management Sector