**Form-1**

Name of Agency: *(specify)……………………………..*

*……………………………………………….*

                               Date…**…………………**

The Director General

Department of Procurement & Properties,

Thimphu: Bhutan

**Requisition Form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Type of  item***(laptop, Desktop, operating system)* |  **Quantity** | **Specification***(non-technical, technical high/mid/low as per Gov tech specifications)* | **Budget Line** |
| **1.** | *[specify type of item]* |  | *[specify the details as per Gov tech approved specifications]* |  |
| **2.** | *Add more rows if required* |  |  |  |

Submitted By:

**Procurement Officer/ Focal Officer**

**Name & Designation**