



INTERNAL MEMORANDUM

TO: Director *Jayala 3/7/20* DATE: 3 July 2020

THROUGH: Deputy Director (Administration and Communication) *W 3/7/2020*
Finance Manager *Banbant 3/7/2020*
Administration Manager *Mu 3/7/2020*

FROM: Acting Knowledge Management Manager *Sam* REF:
Information Technology Officer *Shanib*

SUBJECT: Purchasing the professional notebook for video/multimedia production and design

Cc:

Dear Director,

Due to the needs in developing promotional materials of SEAMEO in multimedia/ video and printed materials such as SAMEO Congress 2021 and others, we would like to propose to purchase a high capacity and professional notebook for video composition/ editing and design which the current computers/notebooks in the office do not have enough capacity to produce good quality of multimedia/videos. For your information, ITA has processed the video editing and designs by using his personal notebook.

Within the IT budget plan which was proposed for FY2021-2022, I would like to propose the following item to be purchased:

Notebook ACER ConceptD CN517 (1 Unit): Baht 79,990.00

- CPU : Intel Core i7 Processor
- RAM : 16 GB DDR4 Memory
- Hard Drive : 1024 GB SSD
- Display Screen : 17.3 Inch UHD 4K IPS
- Audio : Waves MaxxAudio®
- Graphic : NVIDIA Quadro RTX 3000 Graphics

This notebook will be located at KM Department for the multimedia, printed materials, and web design by ITA. The specifications and quotation of the equipment are attached for your information.

Considering the specifications that meet the needs of the function, I would like to request your consideration to approve the purchasing of the following item.

Item to purchase	Quantity	Price/Unit	Total (Baht)	Supplier
ACER ConceptD CN517	1	79,990.00	79,990.00	Advice IT Infinite Co.,Ltd.
Total			Baht 79,990.00 or USD 2,577.41 Including VAT 7%	<i>Sam</i> <i>Shanib</i>

Thank you for your consideration and approval.

ORIGINAL TAX INVOICE



Acer Computer Co., Ltd.

493/7-8 Nanglinchi Road,
Chong Nonsi, Yannawa, Bangkok 1012
Tel : 0-2153-9888 Fax : 0-2153-9877
TAX ID 0-1055-36123-89-0

ต้นฉบับใบกำกับภาษี

เอกสารออกเป็นชุด

PAGE NO. :
CUSTOMER TAX ID. :
BRANCH NO. : 07/07/20
DATE : 22005869
INVOICE NO. : 18000001613
CUSTOMER P/O NO. : 1008334
S/O NO. : 92005912 Channel: SI
D/O NO. :

สาขาที่ออกใบกำกับภาษี คือ สาขาที่

SOLD TO : 10039352
Khun Thanit Promsatee

SHIP TO : 42009975
K.Anusorn Dusitpirom

SEAMEO Secretariat
4th Floor (UNESCO Building)
920 Sukhumvit Rd, Klongtoei
Bangkok, 10110

145/26 Moo 1 Muban Nichada
Sukaprachasan2 Rd Soi 16
Pakkret, Nonthaburi
Nonthaburi, 11120 THAILAND

Important Notice:

1. Please settle by crossed cheque marked "A/C Payee only" payable to Acer Computer Co., Ltd. and refer invoice No.
2. 1.25% per 30 days interest will be charged on overdue accounts.
3. Goods return is subjected to 5% service fee and be charged 100% on any missing part.

สินค้าตามใบกำกับภาษี นี้แม้จะจัดส่งมอบแก่ผู้ซื้อแล้วก็ยังคงเป็นทรัพย์สินของผู้นาย จนกว่าผู้ซื้อได้ชำระเงินสดเรียบร้อยแล้ว
Goods according to this Tax Invoice belong to Acer Computer Co., Ltd. until purchaser settle the payment

SHIP FROM : BKK
SHIP VIA : Truck
PAYMENT TERM : OA30

NO.	PART NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	NX.C55ST.002 3OS/3P/3L NBD THAILAND	CN517-71P-76BH Ci7-97	1	74,757.01	74,757.01
2	1T.18674.013	ConceptD Backpack 17"	1		

SAY TOTAL THB SEVENTY-NINE THOUSAND NINE HUNDRED AND NINETY ONLY.

SUB. TOTAL	74,757.01
Total W/O VAT	74,757.01
7.00%	5,232.99
TOTAL AMT	79,990.00

หากมีข้อความใดๆ ในใบส่งสินค้าใบกำกับสินค้าใบกำกับภาษีใบเสร็จรับเงิน พิด กรุณาแจ้ง E. & O.E.
ให้บริษัทฯ ทราบภายใน 7 วัน นับจากวันที่ใบส่งสินค้าใบกำกับสินค้าใบกำกับภาษีใบเสร็จรับเงิน
มีฉบับบริษัทฯ จะถือว่าเอกสารดังกล่าวถูกต้องสมบูรณ์ทุกรายการ
Received the above goods in good order and condition.

ชื่อผู้รับ/Received by..... (ตัวSSจง)

วันที่/Date.....

ชื่อผู้ส่ง/Delivered by..... (ตัวSSจง)

วันที่/Date.....

for and on behalf of
Acer Computer Co., Ltd.

(2 : CUSTOMER)

0137061

AUTHORIZED SIGNATURE

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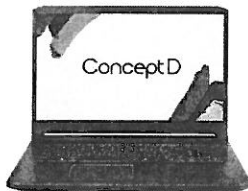
1 **฿79,990.00** ▾

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[Notebook \(https://Store.Acer.Com/En-Th/Conceptd/Notebook/\)](https://Store.Acer.Com/En-Th/Conceptd/Notebook/)

ConceptD 5 Pro CN517-71P-76BH



ConceptD 5 Pro CN517-71P-76BH

SKU: NX.C55ST.002

฿79,990.00

✓ In Stock

Qty 1 + -

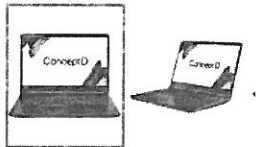
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- Intel® Core™ i7-9750H Processor
- NVIDIA® Quadro RTX™ 3000 (6GB GDDR6)
- RAM 16GB DDR4 2666MHz, SSD 1TB PCIe NVMe
- 17.3 inch Ultra HD (3840 x 2160) 4K IPS,Adobe RGB color, DeltaE<2
- 4th Gen AeroBlade™ 3D Fan & Waves MaxxAudio®
- Windows 10 Pro 64-bit
- 3 Years (Parts & Labor & Onsite) Warranty

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MORE INFORMATION

REVIEWS

General

EAN 4710180690552

Operating System

Operating System Windows 10 Pro

Operating System Architecture 64-bit

Processor & Chipset

Processor Type Core i7

Processor Model i7-9750H

Processor Speed 2.6GHz

Processor Speed (turbo) 4.5GHz

Processor Core Hexa-core (6 Core)

Memory

Standard Memory 16 GB

Maximum Memory Upgradable to 32 GB

Memory Technology DDR4 SDRAM