

NAME AND ADDRESS OF TARLAC STATE UNIVERSITY, ROMULO BLVD., REQUESTING AGENCY SAN VICENTE, TARLAC CITY TEL. NOS. (045) 606-8142/ 606-8157	AGENCY AGENCY CODE 08037000000010583 AGENCY CONTROL No
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AGENCY PROCUREMENT REQUEST	PS APR No.
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To: PROCUREMENT SERVICE
DBM Compound, RR Road
Cristobal St., Paco, Manila

2/21/2024
(Date Prepared)

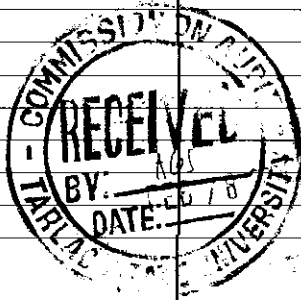
PLEASE CHECK (v) APPROPRIATE BOX ON ACTION REQUESTED ON THE ITEM/S LISTED BELOW

- Please issue common-use supplies/materials per Price List No. _____ dated _____
 Mode of delivery: Pick-up (Fast Lane) Pick-up (Schedule) Delivery (door-to-door)
- In case fund is not sufficient: Reduce Quantity Bill Us Charge to Unutilized Deposit, APR No.: _____ Date: _____
- Please purchase for our agency non-common items. Attached herewith :
 Complete Specifications Obligation Request (ObR) Others, pls. specify _____
 Certificate of Budget Allocation (CBA) Payment _____

This form shall be prepared for requisitions of **Common-Use goods** from the **PS Depots & Sub-Depots**; and for orders of **Consumables & Non-Common Use Supplies** from the PS Main.

For PS Main-Common Use Supplies, please use Form 001 R or Form 001 B

ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	FASTENER, metal, 70mm, 50sets/box (2024)	3	box	104.10	312.30
2	FOLDER, pressboard, 100pcs/box (2024)	2	box	1,047.90	2,095.80
3	FOLDER, tagboard, folder with tab, legal, 100pcs/pack (2024)	2	pack	366.59	733.18
4	PAPER, Blue Grid, Heat Transfer for White Printing	10	pcs	9.10	91.00
5	BATTERY, AA Rechargeable heavy duty	10	pcs	10.62	106.20
6	LAMINATING FILM, 111x154 250 micron (100pcs)	5	box	8.82	44.10
7	PHOTO PAPER, High Glossy A4 230gsm (20sheets/pack)	5	box	13.78	68.90
8	PAPER, multi-purpose, 70gsm, A4 (2024)	10	ream (s)	137.74	1,377.40
9	PAPER, multi-purpose, 70gsm, legal (2024)	10	ream (s)	158.91	1,589.10
10	PUNCHER, paper, heavy duty, with two hole guide (2024)	3	pcs	150.80	452.40
11	RUBBER BAND, (#18) 70mm min lay flat length (2024)	6	box	135.20	811.20
12	SCISSOR, symmetrical/asymmetrical, blade length: 65mm (2024)	5	pcs	33.37	166.85
13	STAPLE WIRE, standard (2024)	5	box	23.76	118.80
14	STAPLER, heavy duty, binder type (2024)	2	unit	888.16	1,776.32
15	TAPE DISPENSER, table top, for 24mm width tape (2024)	2	pcs	80.08	160.16
16	TAPE, masking, width: 24mm (±1mm), length: 50 meters (2024)	5	roll	61.88	309.40
17	TAPE, masking, width: 48mm (±1mm), length: 50 meters (2024)	5	roll	121.16	605.80
18	TAPE, transparent, width: 24mm (±1mm), length: 50 meters -2024	20	roll	11.18	223.60
19	TAPE, transparent, width: 48mm (±1mm), length: 50 meters -2024	10	roll	22.57	225.70
				TOTAL AMOUNT	11,268.21



NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

RYAN G. SIH
AGENCY PROPERTY/SUPPLY OFFICER

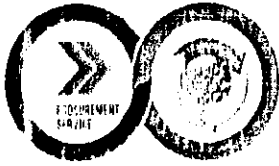
FUNDS CERTIFIED AVAILABLE:

RYAN R. RONQUILLO
AGENCY CHIEF ACCOUNTANT

APPROVED:

DR. ARNOLD E. VELASCO
AGENCY HEAD/AUTHORIZED SIGNATURE

FUNDS DEPOSITED WITH PS CHECK No. _____ IN THE AMOUNT OF: _____ (P _____) ENCLOSED



Republic of the Philippines
 Department of Budget and Management
PROCUREMENT SERVICE

RR Road, Cristobal Street, Paco, Manila, Philippines 1007
 Telephone No. 863-9351



February 27, 2020

TARLAC STATE UNIVERSITY
 Romulo Boulevard, Tarlac City
 Tarlac

Madam/Sir:

In reference to payments to Procurement Service Main thru the Expanded Modified Direct Payment Scheme-List of Due and Demandable Accounts Payable Authority to Debit Account (ExMDPS-LDDAP-ADA) or thru Cheque and , please enroll/use the following account:

Bank Name: Land Bank of the Philippines
Account Name: Procurement Service-DBM, Clearing Account
Bank Account No. : LBP No. 1442-2220-17
Branch: U.N Avenue, Manila
Type of Account: Clearing Account

Further, the following information needs to be provided by the end-user agency:

(Reference No.1) Agency Acronym : TSU
 (Reference No. 2) Agency Account Code : 080370000000
 (Reference No. 3) Agency Procurement Request (APR) No. and/or Agency Control No. :
 Amount :

All APRs for the procurement of Common Use Supplies and Equipment including airline tickets paid thru LDDAP-ADA upon receipt of PS-DBM-ASD will be processed based on the existence of remittance of deposit supported by Certificate of Cash Availability (CCA) Issued by PS-DBM-Accounting.

If you have any other queries, you may send it thru comptroller@ps-philgeps.gov.ph.

Thank you for your continued support to the Procurement Service.

Very truly yours,


ALLAN RAUL M. CATALAN
 Chief Accountant

GENERAL DESCRIPTION	UNIT	QUANTITY/SIZE				ESTIMATED BUDGET		
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	UNIT COST	TOTAL COST
PAPER, Vellum board, white, 220 gsm, legal/10's (2024)	pack	30	-	-	-	30	33.00	990.00
PAPER, vellum, 8-1/2" x 13", 180 gsm, white (2024)	piece	30,000	-	30,000	-	60,000	18.00	1,080,000.00
PHOTO PAPER, A4, High glossy, 230gsm, 20sheets/pack	pack	1	-	-	-	1	185.00	185.00
PHOTO PAPER, Satin, A4, 230 gsm (20sheets/pack) (2024)	pack	80	-	-	-	80	300.00	24,000.00
PVC CARDS, 2500 per box, for ID (2024)	box	40	-	40	-	80	1,800.00	144,000.00
STAPLE WIRE, for gun tacker, 3/8" 10mm (2024)	box	5	-	-	-	5	200.00	1,000.00
STICKER PAPER, Vinyl/Matte, 4.15' x 164' (solvent based) (2024)	roll	1	-	-	-	1	3,500.00	3,500.00
BC-Packaging Materials								
PLASTIC BAG, Sane Bag, white, large, 100pcs/pack (2024)	pack	30	-	-	-	30	100.00	3,000.00
PLASTIC BAG, Sane Bag, white, medium, 100pcs/pack (2024)	pack	20	-	-	-	20	100.00	2,000.00
PLASTIC BAG, Transparent, 10' x 15', 100pcs/pack (2024)	pack	5	-	-	-	5	155.00	775.00
PLASTIC BAG, Transparent, 12' x 18', 100pcs/pack (2024)	pack	5	-	-	-	5	200.00	1,000.00
SACK, Plastic Bag, 25' x 30", 50pcs/pack	pack	5	-	-	-	5	480.00	2,400.00
BC-Printer Consumables								
INK, Pigment, for Epson L777, 140ml, Black, Compatible with Epson L800 (2024)	bottle	3	-	-	-	3	600.00	1,800.00
INK, Generic Sublimation, for Epson L800, Black, 100ml (2024)	bottle	5	-	-	-	5	600.00	3,000.00
INK, Generic Sublimation, for Epson L800, Cyan, 100ml (2024)	bottle	5	-	-	-	5	600.00	3,000.00
INK, Generic Sublimation, for Epson L800, Light Cyan, 100ml (2024)	bottle	5	-	-	-	5	600.00	3,000.00
INK, Generic Sublimation, for Epson L800, Magenta, 100ml (2024)	bottle	5	-	-	-	5	600.00	3,000.00
INK, Generic Sublimation, for Epson L800, Yellow, 100ml (2024)	bottle	5	-	-	-	5	600.00	3,000.00
INK, Generic Sublimation, for Epson L800, Light Magenta, 100ml (2024)	bottle	5	-	-	-	5	600.00	3,000.00
INK, HP G512A, Black, for HP LaserJet P1020 (2024)	cartridge	3	-	3	-	6	6,000.00	36,000.00
INK, Pigment, for Epson L800, Black, 100ml (2024)	bottle	5	-	2	-	7	600.00	4,200.00
INK, Pigment, for Epson L800, Cyan, 100ml (2024)	bottle	5	-	2	-	7	600.00	4,200.00
INK, Pigment, for Epson L800, Light Cyan, 100ml (2024)	bottle	5	-	20	-	25	600.00	15,000.00
INK, Pigment, for Epson L800, Light Magenta, 100ml (2024)	bottle	5	-	2	-	7	600.00	4,200.00
INK, Pigment, for Epson L800, Yellow, 100ml (2024)	bottle	5	-	2	-	7	600.00	4,200.00
INK, Pigment, for Epson L800, Magenta, 100ml (2024)	bottle	5	-	2	-	7	600.00	4,200.00
INK, Pigment, for Epson L800, Yellow, 100ml (2024)	bottle	5	-	2	-	7	600.00	4,200.00
TONER, HP 17A, for printer M102a, M102w, MFP M130a, M130fn, MFP M130fw, MFP M130nw (2024)	cartridge	3	-	-	-	3	5,400.00	16,200.00
BC-PS-Common Office Supplies								
FASTENER, metal, 70mm, 50sets/box (2024)	box	3	-	-	-	3	104.10	312.30
FOLDER, pressboard, 100pcs/box (2024)	box	2	-	-	-	2	1,047.90	2,095.80
FOLDER, tagboard, folder with tab, legal, 100pcs/pack (2024)	pack	2	-	1	-	3	366.59	1,099.77
MARKER, permanent, felt tip, bullet type, black (2024)	piece	10	-	10	-	20	9.10	182.00
MARKER, whiteboard, black, felt tip, bullet type (2024)	piece	10	-	10	-	20	10.62	212.40

GENERAL DESCRIPTION	UNIT	QUANTITY/SIZE				ESTIMATED BUDGET		
		1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL	UNIT COST	TOTAL COST
PAPER CLIP, vinyl/plastic coat, length: 33mm (2024)	box	5	-	-	-	5	8.82	44.10
PAPER CLIP, vinyl/plastic coat length : 50mm (2024)	box	5	-	-	-	5	13.78	68.90
PAPER, multi-purpose, 70gsm, A4 (2024)	ream(s)	10	-	-	-	15	137.74	2,066.10
PAPER, multi-purpose, 70gsm, legal (2024)	ream(s)	10	-	-	-	15	158.91	2,383.65
PUNCHER, paper, heavy duty, with two hole guide (2024)	piece	3	-	-	-	3	150.80	452.40
RUBBER BAND, (#18) 70mm min lay flat length (2024)	box	6	-	-	-	6	135.20	811.20
SCISSOR, symmetrical/asymmetrical, blade length: 65mm (2024)	piece	5	-	-	-	5	33.37	167.85
STAPLE, wire, standard (2024)	box	5	-	-	-	5	22.26	111.30
STAPLER, heavy duty, binder type (2024)	unit	2	-	-	-	2	888.15	1,776.32
TAPE DISPENSER, table top, for 24mm width tape (2024)	piece	2	-	-	-	2	89.08	178.16
TAPE, masking, width: 24mm (±1mm), length: 50 meters (2024)	roll	5	-	-	-	5	61.88	309.40
TAPE, masking, width: 48mm (±1mm), length: 50 meters (2024)	roll	5	-	-	-	5	121.16	605.80
TAPE, transparent, width: 24mm (±1mm), length: 50 meters (2024)	roll	20	-	-	-	20	11.18	223.60
TAPE, transparent, width: 48mm (±1mm), length: 50 meters (2024)	roll	10	-	-	-	10	22.57	225.70
RC-Souvenir								
SHIRT, T-SHIRT, Polo Shirt, Short, Round and V-Neck, Colored	lot	1	-	-	-	2	250,000.00	500,000.00
SOUVENIR ITEM, Rags (as per sample)	lot	1	-	-	-	1	125,000.00	250,000.00
SOUVENIR ITEM, Coffee Mug with cover double wall glass (as per sample)	lot	1	-	-	-	1	10,000.00	10,000.00
SOUVENIR ITEM, Duvet Bag (as per sample)	lot	1	-	-	-	1	20,000.00	20,000.00
SOUVENIR ITEM, Key Chain (as per sample)	lot	1	-	-	-	1	60,000.00	60,000.00
SOUVENIR ITEM, Mugs (36 pcs/box) (as per sample)	lot	1	-	-	-	1	30,000.00	30,000.00
SOUVENIR ITEM, Personalized Pen with box (as per sample)	lot	1	-	-	-	1	60,000.00	60,000.00
SOUVENIR ITEM, Place mat (as per sample)	lot	1	-	-	-	1	80,000.00	80,000.00
SOUVENIR ITEM, Planner (as per sample)	lot	1	-	-	-	2	100,000.00	200,000.00
SOUVENIR ITEM, Tumbler (as per sample)	lot	1	-	-	-	7	100,000.00	700,000.00
SOUVENIR ITEM, Embroidered candle (as per sample)	lot	1	-	-	-	1	50,000.00	50,000.00
SOUVENIR ITEM, Shawl (as per sample)	lot	1	-	-	-	2	75,000.00	150,000.00
SOUVENIR ITEM, Souvenir Jacket (as per sample)	lot	1	-	-	-	2	750,000.00	1,500,000.00
SOUVENIR ITEM, Souvenir Shirts (Short, 3/4, and Long sleeves) (as per sample)	lot	1	1	-	-	3	600,000.00	1,800,000.00
SOUVENIR ITEM, Souvenir Jacket (as per sample) Polyester, nylon and cotton : Black w/ TSU Logo	piece	80	-	-	-	160	750.00	120,000.00
SOUVENIR ITEM, Tote Bag (as per sample)	lot	1	-	-	-	1	75,000.00	75,000.00
SOUVENIR ITEM, Towel Bath with TSU Logo embroidery, color: maroon (as per sample)	lot	1	-	-	-	1	150,000.00	150,000.00
SOUVENIR ITEM, Tumbler (as per sample)	lot	1	-	-	-	1	100,000.00	100,000.00
SOUVENIR ITEM, Umbrella (as per sample)	lot	1	-	-	-	2	75,000.00	150,000.00