

NAME AND ADDRESS OF: TARLAC STATE UNIVERSITY, ROMULO BLVD., REQUESTING AGENCY: SAN VICENTE, TARLAC CITY TEL. NOS. (045) 606-8142/ 606-8157 	AGENCY ACCOUNT NO: 08027600000010583 AGENCY CONTROL No P.O# 2024-087 PS APR No.
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AGENCY PROCUREMENT REQUEST

To: PROCUREMENT SERVICE 1/31/2024
 DBM Compound, RR Road (Date Prepared)
 Cristobal St., Paco, Manila

PLEASE CHECK (✓) 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
PS-COMMON USE SUPPLIES					
1	ACETATE, transparent, 50meters per roll (2024)	65	roll	1,066.87	69,346.55
2	BATTERY, dry cell, AA, 1.5volts, 2pcs/pack (2024)	185	pack	22.54	4,169.90
3	BATTERY, dry cell, AAA, 1.5volts, 2pcs/pack (2024)	350	pack	20.17	7,059.50
4	BATTERY, dry cell, D, 1.5volts, 2pcs/pack (2024)	22	pack	105.82	2,328.04
5	BINDING AND PUNCHING MACHINE, Heavy Duty (2024)	2	unit	10,488.19	20,976.38
6	BLADE, 100mm x 16 mm, for general purpose cutter/utility knife, 10pcs/tube (2024)	5	tube	17.60	88.00
7	CALCULATOR, compact, 12 digits (2024)	11	unit	292.86	3,221.46
8	CARBON FILM, A4, black, 100sheets/box (2024)	1	box	243.10	243.10
9	CARBON FILM, Legal, black, 100sheets/box (2024)	1	box	262.39	262.39
10	CARTOLINA, assorted, 20pcs/pack (2024)	238	pack	92.09	21,917.42
11	CHALK, molded, white, dustlest, 100pcs/box (2024)	12	box	36.27	435.24
12	CLEARBOOK, 20 transparent pockets, A4 (2024)	65	piece	36.20	2,353.00
13	CLEARBOOK, 20 transparent pockets, Legal (2024)	186	piece	40.00	7,440.00
14	CLIP, backfold, 19mm (2024)	149	box	9.59	1,428.91
15	CLIP, backfold, 25mm (2024)	263	box	16.23	4,268.49
16	CLIP, backfold, 32mm (2024)	215	box	28.12	6,045.80
17	CLIP, backfold, 50mm (2024)	300	box	61.64	18,492.00
19	COMPUTER CONTINOUS FORM, 1ply, 280mm x 241mm (2024)	16	box	970.81	15,532.96
19	COMPUTER CONTINOUS FORM, 1ply, 280mm x 378mm (2024)	2	box	1,283.57	2,567.14
20	COMPUTER CONTINOUS FORM, 2ply, 280mm x 241mm, carbonless (2024)	6	box	1,129.13	6,774.78
21	COMPUTER CONTINOUS FORM, 3ply, 280mm x 241mm, carbonless (2024)	24	box	869.44	20,866.56
22	COMPUTER CONTINOUS FORM, 3ply, 280mm x 378mm,	4	box	1,658.80	6,635.20
23	CORRECTION TAPE, Disposable dispensing mechanism: Gear type dispensing system: single line tape with mechanism for adjustment/rewinding tape: type: film based usable: length 8meters (min) width: 5mm +/-1mm color: white	6	piece	12.68	76.08
TOTAL AMOUNT					222,528.90

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM:

FUNDS CERTIFIED AVAILABLE:

APPROVED:

RYAN G. SIH

RYAN R. RONQUILLO

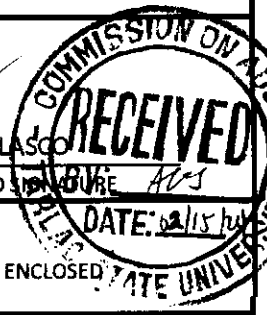
DR. ARNOLD E. VELASCO

AGENCY PROPERTY/SUPPLY OFFICER

AGENCY CHIEF ACCOUNTANT

AGENCY HEAD/AUTHORIZED SIGNATURE

FUNDS DEPOSITED WITH PS CHECK No. _____ (P) ENCLOSED



NAME AND ADDRESS OF REQUESTING AGENCY TARLAC STATE UNIVERSITY, ROMULO BLVD., SAN VICENTE, TARLAC CITY	AGENCY ACCOUNT CODE 08037000006010583
TEL. NOS. (045) 606-8142/ 606-8157	AGENCY CONTROL No. PO # 2024-087

AGENCY PROCUREMENT REQUEST

PS APR No. _____

To: PROCUREMENT SERVICE
DBM Compound, RR Road
Cristobal St., Paco, Manila

1/31/2024
(Date Prepared)

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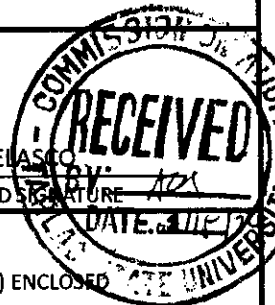
This form shall be prepared for requisitions of **Common-Use goods** from the **PS Depots & Sub-Depots**; and for orders of **Consumables & Non-Common Use Supplies** from the PS Main.

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
	Balance Forwarded				222,528.90
	opaque case: size: manufacturer's standard design: manufacturer's standard with protective cap brand shall be engraved/embossed/printed on the item (2024)				
24	CUTTER, utility knife, for general purpose (2024)	33	piece	36.77	1,213.41
25	DATA FILE BOX, closed end 5" x 9" x 15-3/4" (2024)	100	piece	100.00	10,000.00
26	DATA FILE BOX, with closed ends, material: chipboard 3mm thick (min) (2024)	1298	piece	84.92	110,226.16
27	DATA FOLDER, made with chipboard, taglia lock (2024)	180	piece	75.50	13,590.00
28	DATING AND STAMPING MACHINE, portable; easy to carry; date can be adjusted from 2022 and farther; fast drying within seconds; the date can't be wiped off; clear printing effect; roller; month in world plus 2 digits for day and 4 digits for year with 5 or 6mm in height (2024)	2	piece	500.00	1,000.00
29	DATING AND STAMPING MACHINE, self-inking, with removable and refillable ink pad, single color, with locking mechanism, four band date and 12 year band (2024)	45	piece	499.36	22,471.20
30	ENVELOPE, documentary, A4, 500pcs/box (2024)	9	box	840.84	7,567.56
31	ENVELOPE, documentary, Legal, 500pcs/box (2024)	71	box	1,078.79	76,594.09
32	ENVELOPE, expanding, kraft, legal, 100pcs/box (2024)	183	box	812.24	148,639.92
33	ENVELOPE, expanding, plastic (2024)	451	piece	33.54	15,126.54
34	ENVELOPE, mailing, white, 500pcs/box. 70gsm (2024)	20	box	475.77	9,515.40
35	ENVELOPE, mailing, with window, 70gsm, 500pcs/box (2024)	1	box	537.68	537.68
36	ERASER, felt, for blackboard/whiteboard (2024)	102	piece	12.55	1,280.10
37	FILE ORGANIZER, legal, expanding, plastic, with 12 inside pockets (2024)	209	piece	93.72	19,587.48
38	FILE TAB DIVIDER, bristol board, for A4 (2024)	21	set	12.24	257.04
39	FILE TAB DIVIDER, bristol board, for Legal (2024)	76	set	15.65	1,189.40
40	FOLDER, L-Type, A4 size, clear plastic, 50s/pack (2024)	26	pack	206.29	5,363.54
41	FOLDER, L-Type, Legal size, clear plastic, 50s/pack (2024)	104	pack	262.43	27,292.72
TOTAL AMOUNT					693,981.14

NOTE: ALL SIGNATURES MUST BE OVER PRINTED NAME

STOCKS REQUESTED ARE CERTIFIED TO BE WITHIN APPROVED PROGRAM: <div style="text-align: center;">  RYAN G. SIH AGENCY PROPERTY/SUPPLY OFFICER </div>	FUNDS CERTIFIED AVAILABLE: <div style="text-align: center;">  RYAN R. RONQUILLO AGENCY CHIEF ACCOUNTANT </div>	APPROVED: <div style="text-align: center;">  DR. ARNOLD E. VELASCO AGENCY HEAD/AUTHORIZED SIGNATURE </div>
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FUNDS DEPOSITED WITH PS CHECK No. _____ (P. _____) ENCLOSED IN THE AMOUNT OF: _____

NAME AND ADDRESS OF REQUESTING AGENCY TARLAC STATE UNIVERSITY, ROMULO BLVD., SAN VICENTE, TARLAC CITY	AGENCY ACCOUNT CODE 0803700000010583
TEL. NOS. (045) 606-8142/ 606-8157	AGENCY CONTROL No PO # 2024-087

AGENCY PROCUREMENT REQUEST

PS APR No.

To: PROCUREMENT SERVICE
DBM Compound, RR Road
Cristobal St., Paco, Manila

1/31/2024
(Date Prepared)

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ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Balance Forwarded				693,981.14
42	FOLDER, pressboard, 100pcs/box (2024)	98	box	1,047.90	102,694.20
43	FOLDER, tagboard, folder with tab, A4, 100pcs/pack (2024)	23	pack	318.03	7,314.69
44	FOLDER, tagboard, folder with tab, Legal, 100pcs/pack (2024)	75	pack	366.59	27,494.25
45	GLUE, all purpose, 200 grams (2024)	62	jar	77.79	4,822.98
46	INDEX TAB, transparent, self-adhesive (2024)	450	box	69.42	31,239.00
47	MAGAZINE FILE BOX, large, made of chipboard (2024)	1	piece	45.76	45.76
48	MARKER, fluorescent, 3 assorted colors per set (2024)	195	set	40.33	7,864.35
49	MARKER, permanet, felt tip, bullet type, black (2024)	24	piece	9.10	218.40
50	MARKER, permanet, felt tip, bullet type, blue (2024)	4	piece	9.10	36.40
51	MARKER, permanet, felt tip, bullet type, red (2024)	4	piece	8.22	32.88
52	MARKER, whiteboard, black, felt tip, bullet type (2024)	81	piece	10.62	860.22
53	MARKER, whiteboard, blue, felt tip, bullet type (2024)	62	piece	10.62	658.44
54	MARKER, whiteboard, red, felt tip, bullet type (2024)	62	piece	10.62	658.44
55	NOTE PAD, Stick On, 3"x3" (2024)	75	pad	57.20	4,290.00
56	NOTE PAD, Stick On, 50mm x 76mm, (2"x3") min (2024)	75	pad	40.77	3,057.75
57	NOTE PAD, Stick On, 76mm x 100mm (3"x4") min (2024)	27	pad	65.21	1,760.67
58	PAPER CLIP, vinyl/plastic coat, length: 33mm (2024)	432	box	8.82	3,810.24
59	PAPER CLIP, vinyl/plastic coat, length: 50mm (2024)	439	box	13.78	6,049.42
60	PAPER, multicopy, 80gsm, legal (2024)	1680	ream (s)	189.18	317,822.40
61	PAPER, multicopy, 80gsm, A4 (2024)	1520	ream (s)	165.65	251,788.00
62	PAPER, multi-purpose, 70gsm, A4 (2024)	2798	ream (s)	137.74	385,396.52
63	PAPER, multi-purpose, 70gsm, Legal (2024)	2830	ream (s)	158.91	449,715.30
64	PAPER, parchment (A4) multi-purpose, 100sheets/box (2024)	12	box	98.05	1,176.60
65	PENCIL, Lead with Eraser (2024)	28	box	22.87	640.36
66	PENCIL, Sharpener, Manual (2024)	9	piece	234.16	2,107.44
67	PUNCHER, paper, heavy duty, with two hole guide (2024)	60	piece	165.88	9,952.80
68	RECORD BOOK, 300 pages (2024)	8	book	62.40	499.20
69	RING BINDER, plastic, 32mm, 10pcs/bundle (2024)	5	bundle	274.23	1,371.15
70	RUBBER BAND, (#18) 70mm min lay flat length (2024)	43	box	135.20	5,813.60
TOTAL AMOUNT					2,323,172.60

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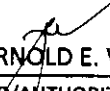
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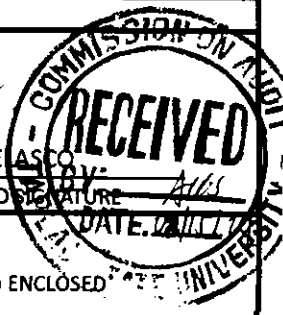

RYAN G. SIH
AGENCY PROPERTY/SUPPLY OFFICER

FUNDS CERTIFIED AVAILABLE:


RYAN R. RONQUILLO
AGENCY CHIEF ACCOUNTANT

APPROVED:


DR. ARNOLD E. VEASCO
AGENCY HEAD/AUTHORIZED SIGNATURE



FUNDS DEPOSITED WITH PS CHECK No. _____ (P _____) ENCLOSED

NAME AND ADDRESS OF: TARLAC STATE UNIVERSITY, ROMULO BLVD.,	AGENCY ACCT. CODE: 0803760000010583
REQUESTING AGENCY: SAN VICENTE, TARLAC CITY	AGENCY CONTROL No:
TEL. NOS.: (045) 606-8142/ 606-8157	PO# 2024-087

AGENCY PROCUREMENT REQUEST

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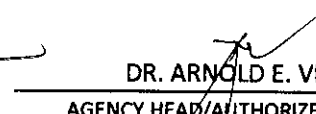
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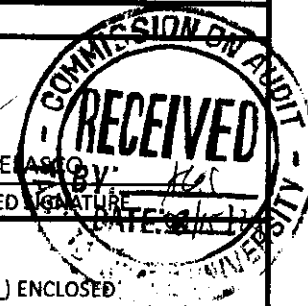
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ITEM No.	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Balance Forwarded				2,323,172.60
71	RULER, plastic, 450mm (2024)	57	piece (s)	18.30	1,043.10
72	SCISSORS, symmetrical/asymmetrical, blade lentgh: 65mm (2024)	77	pair (s)	33.37	2,569.49
73	SIGN PEN, black, liquid/gel ink, 0.5mm, non-refillable (2024)	194	piece	22.20	4,306.80
74	SIGN PEN, blue, liquid/gel ink, 0.5mm, non-refillable (2024)	108	piece	22.20	2,397.60
75	SIGN PEN, red, liquid/gel ink, 0.5mm, non-refillable (2024)	18	piece	22.20	399.60
76	STAMP PAD INK, purple or violet, 50ml (2024)	132	bottle	28.91	3,816.12
77	STAMP PAD, felt, bed dimension: 60mm x 100mm, violet (2024)	87	piece	39.92	3,473.04
78	STAPLE REMOVER, plier type (2024)	123	piece	27.87	3,428.01
79	STAPLE WIRE, heavy duty, for binder type, 23/13 (2024)	24	box	22.55	541.20
80	STAPLE WIRE, standard (2024)	829	box	23.76	19,697.04
81	STAPLER, #35 (heavy duty) (2024)	2	piece	300.00	600.00
82	STAPLER, heavy duty, binder type (2024)	13	unit	888.16	11,546.08
83	STAPLER, standard type (2024)	115	piece	145.60	16,744.00
84	TAPE DISPENSER, table top, for 24mm width tape (2024)	34	piece	80.08	2,722.72
85	TAPE, masking, width: 24mm (±1mm), length: 50 meters (2024)	369	roll	61.88	22,833.72
86	TAPE, masking, width: 48mm (±1mm), length: 50 meters (2024)	465	roll	121.16	56,339.40
87	TAPE, packaging, width: 48mm (±1mm), length: 50 meters (2024)	64	roll	22.36	1,431.04
88	TAPE, transparent, width: 24mm (±1mm), length: 50 meters 2024	636	roll	11.18	7,110.48
89	TAPE, transparent, width: 48mm (±1mm), length: 50 meters 2024	596	roll	22.57	13,451.72
TOTAL AMOUNT					2,497,623.76

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
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