



Procurement Unit

OFFICE/COLLEGE:



## PURCHASE REQUEST

PR 074

3:10  
2/4

PR No. 2025-02-0058

Date: FEB 05 2025

C# 2025-02-0081

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
		<b>Office Devices, Tools and Appliances</b>			
1	unit	BINDING MACHINE, Manual, Max punch: 28 sheets (70g F4 paper) Max bind: 500 sheets (51mm comb ring) Paper size: F4/A4/A5/B5/A6/etc. Paper margin: 2mm/4mm/6mm Hole qty: 24 Hole size: 3x8mm Hole distance: 14.3mm Machine size: 430x340x250mmN.W.: 16kgs. (2025)	2	35,000.00	70,000.00
		<b>GRAND TOTAL</b>			<b>70,000.00</b>

**Purpose:** Binding Machine for office use - APP 1st Qtr 2025

Requested By:		Approved By:	
SIGNATURE		SIGNATURE	
PRINTED NAME	ELENA MAY T. TEOFILO	PRINTED NAME	DR. ARNOLD E. VELASCO
DESIGNATION	Unit Head, Procurement Office	DESIGNATION	PRESIDENT

Form No.: TSU-PRO-SF-04	Revision No.: 01	Effectivity Date: August 21, 2020	Page 1 of 1
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APP 25-101A



Procurement Unit

## PURCHASE REQUEST

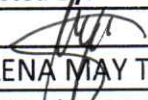
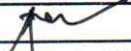
OFFICE/COLLEGE: PROCUREMENT

PR No. 2025-02-0058

Date: FEB 05 2025

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**Purpose:** Binding Machine for office use - APP 1st Qtr 2025

Requested By:		Approved By:	
SIGNATURE			
PRINTED NAME	ELENA MAY T. TEOFILO	DR. ARNOLD E. VELASCO	
DESIGNATION	Unit Head, Procurement Office	PRESIDENT	

**REQUISITION AND ISSUE SLIP**  
**TARLAC STATE UNIVERSITY**  
**(Agency)**

Division: _____				Responsibility Center Code: _____			
Office: Procurement Unit				RIS No.: _____			
<b>Requisition</b>				<b>Stock Available?</b>			
Stock No.	Unit	Description	Quantity	Yes	No	Quantity	Remarks
		<b>Office Devices, Tools and Appliances</b>					
1	unit	BINDING MACHINE, Manual, Max punch: 28 sheets (70g F4 paper) Max bind: 500 sheets (51mm comb ring) Paper size: F4/A4/A5/B5/A6/etc. Paper margin: 2mm/4mm/6mm Hole qty: 24 Hole size: 3x8mm Hole distance: 14.3mm Machine size: 430x340x250mmN.W.: 16kgs. (2025)	2		/		
<b>Purpose: Binding Machine for office use - APP 1st Qtr 2025</b>							
Signature: _____	Requested by: _____		Approved by: _____		Issued by: _____	Received by: _____	
Printed Name: ELENA MAY T. TEOFILO			RYAN G. SIH				
Designation: Unit Head, Procurement Office			Head, SPMU				
Date: _____			JAN 31 2025				

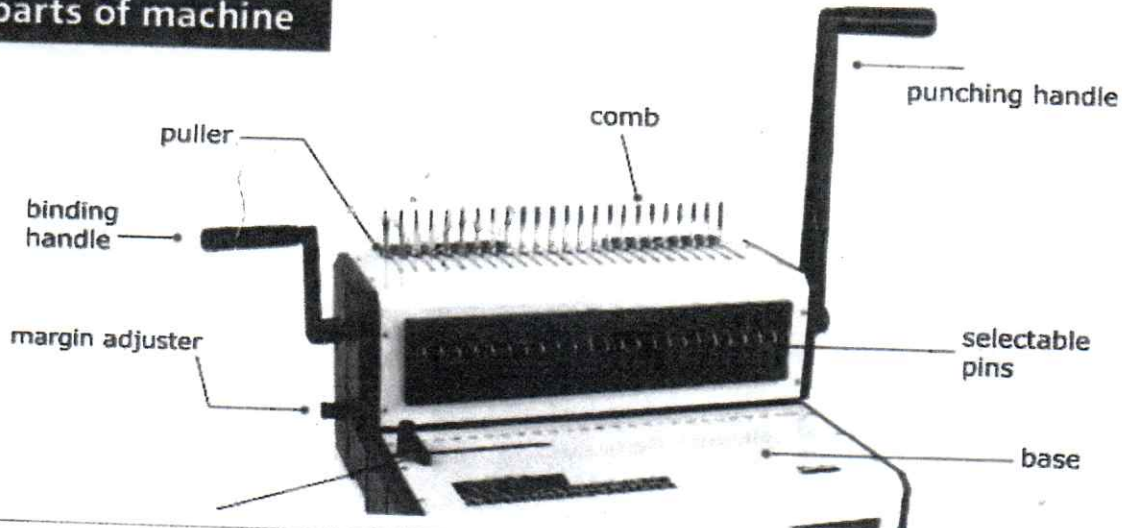
1	BINDING MACHINE, Manual, Max punch: 28 sheets (70g F4 paper) Max bind: 500 sheets (51mm comb ring) Paper size: F4/A4/A5/B5/A6/etc. Paper margin: 2mm/4mm/6mm Hole qty: 24 Hole size: 3x8mm Hole distance: 14.3mm Machine size: 430x340x250mm N.W.: 16kgs. (2025)	2	35,000.00	70,000.00	2	OAS - Obligation and Administrative Service Unit
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70,000.00





### parts of machine



products

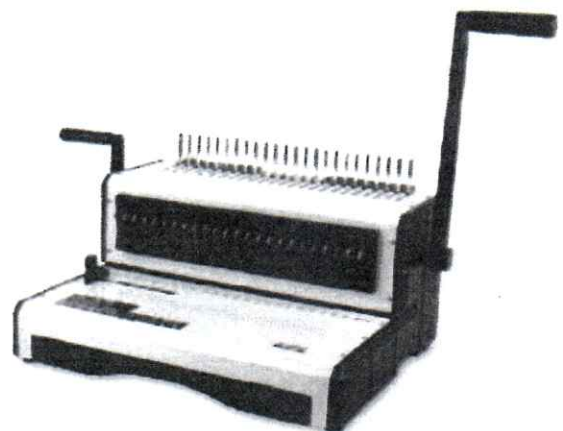
Product Description

Company Info

Customer Question & Answer

### Specifications

Punching form	Manual
Max punch	28 sheets (70g F4 paper)
Max bind	500 sheets (51mm comb ring)
Paper size	F4/A4/A5/B5/A6/etc.
Paper margin	2 mm/4 mm/6 mm
Hole quantity	24
Hole size	3×8 mm
Hole distance	14.3 mm
Machine size	430×340×250 mm
N.W.	16 kgs





**TARLAC STATE UNIVERSITY**  
OBLIGATIONS AND ADMINISTRATIVE SUPPORT SERVICES UNIT

January 28, 2025

**ATTY. WILMARK J. RAMOS, DBA**

Chairperson

Bids and Awards Committee for Goods and Services

Sir,

I am writing to formally request the immediate procurement of a binding machine as outlined in the approved Project Procurement Management Plan (PPMP) for the year 2025.

As you may be aware, our unit uses binding machines for the preparation and finalization of essential documents of the university. Unfortunately, we are currently facing a significant operational challenge due to the unexpected breakdown of two of our existing binding machines. This situation has impacted our workflow and our ability to meet critical deadlines.

Given the urgency of this matter, I kindly ask that the BAC through the Procurement Unit to prioritize the purchase of the requested binding machine. Acquiring this equipment promptly will enable us to restore our operations to full capacity and ensure that we continue to meet our commitments effectively.

	Particulars	Quantity	Unit Cost	Total Amount/ABC
1	<b>BINDING MACHINE</b> (see attached PPMP for specs)	2	35,000.00	70,000.00
<b>TOTAL</b>				<b>70,000.00</b>

*\*Attached to this letter is the 2025 PPMP*

We kindly request your approval to proceed with this purchase and we're looking forward to your positive response.

Very truly yours,

**CHRISTIAN S. MANILA**

Unit Head

Noted:

**MS. WINNIEFE F. GUTIERREZ**

Director, Administrative Services Office

Funds Available: P 70,000.00

**MR. JASPER A. YAUDER**

Head, Budget Management

**MR. JOHN ERWIN C. PANLILIO**

Director, Finance Office



**TARLAC STATE UNIVERSITY**  
OBLIGATIONS AND ADMINISTRATIVE SUPPORT SERVICES UNIT

Approved:

**ATTY. WILMARK J. RAMOS, DBA**  
BAC Chairperson

JAN 30 2025



TARLAC STATE UNIVERSITY  
Romulo Blvd., San Vicente, Tarlac City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2025

UNIT / COLLEGE: Obligations and Administrative Support Services Unit  
EMAIL ADDRESS/ CONTACT NUMBER: oass@tsu.edu.ph

GENERAL DESCRIPTION/TECHNICAL SPECIFICATIONS	UNIT OF MEASURE	QUANTITY					ESTIMATED BUDGET		Remarks/ Purpose
		1st QUARTER	2nd QUARTER	3rd QUARTER	4th QUARTER	TOTAL	Unit Cost	Total Cost	
<b>Furniture &amp; Fixtures (49,999 below)</b>									
<b>CABINET, Filing Cabinet, 3 left drawers 2 shelves right with pull door, color: beige, size: L 88cm x W-40cm x H-88cm, Gauge 20 (2025)</b>	piece	1				1	15,000.00	15,000.00	
<b>CABINET, Filing Cabinet, 3 shelves and sliding glass; all metal body painted color: beige, plain finish; Dimension: L 88cm x W 40cm x H 88cm, Gauge 20 (2025)</b>	unit	1				1	13,750.00	13,750.00	
<b>CABINET, Filing, lateral, 4-drawers; color: beige, plain finish; Body (HxWxL): 55" x 18" x 35.5"; Drawers (HxWxL): 6" x 16" x 32"; Gauge 20 Steel (2025)</b>	unit	1				1	16,500.00	16,500.00	
<b>Office Devices, Tools, and Appliances</b>									
<b>BINDING MACHINE.</b> Manual, Max Punch: 28 sheets (70g F4 paper) bind: 500 sheets (51mm comb ring) Paper size: F4/A4/A5/B5/A6/etc. margin: 2mm/4mm/6mm 24 3x8mm distance: 14.3mm 430x340x250mm N.W.:16kgs. (2025)	Max Paper Hole qty: Hole size: Hole Machine size:	unit	2			2	35,000.00	70,000.00	