



# SUPPLY AND PROPERTY MANAGEMENT OFFICE

Lakandula St., at the back of Albert Hall, U.P. Diliman, Quezon City  
Tel. Nos. 981-8500 loc. 4576 to 77, 4580 to 4582, 4589

## UPD SPMO CENTRAL STOREROOM AVAILABLE STOCKS

As of October 12, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	459	₱90.22
BARCODE STICKER	piece	7,420	₱2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	20	₱96.20
BROOM, soft (tambo)	piece	6	₱136.24
CALCULATOR, compact, 12 digits	unit	37	346.85
CARTOLINA, assorted colors	pack	2	₱83.72
CHALK, molded, white, dustless, length: 78mm min	box	3	₱29.64
CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5	₱42.38
CUTTER BLADE, for heavy duty cutter	tube	166	₱14.82
DATING AND STAMPING MACHINE, heavy duty	piece	12	₱453.96
DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1	₱6,415.64
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	19	₱128.96
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1	₱1,109.68
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ELECTRIC FAN, WALL type, plastic blade	unit	2	₱674.96
ENVELOPE, DOCUMENTARY, for A4 size document	piece	530	₱1.35
ENVELOPE, DOCUMENTARY, for legal size document	piece	517	₱1.86
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	piece	360	₱7.39
ENVELOPE, mailing, white, with window	box	5	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	48	₱10.30
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	16	₱4.37
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	10	₱2,650.83
FACE SHIELD, direct splash protection	piece	30	₱124.80
FASTENER, METAL, 70mm between prongs	box	51	₱83.41
FILE ORGANIZER, expanding, plastic, 12 pockets	piece	7	₱86.04
FILE TAB DIVIDER, bristol board, for legal	set	5	₱14.23
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	4	₱5,613.25
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	6	₱171.43
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	12	₱243.24
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,610	₱9.53
FOLDER, TAGBOARD, for A4 size documents	piece	400	₱2.79

<b>FORM - CERTIFICATE OF SERVICE</b>	pad	<b>91</b>	<b>₱28.57</b>
<b>FORM - DAILY TIME RECORD</b>	pad	<b>87</b>	<b>₱32.25</b>
<b>FORM - REIMBURSEMENT EXPENSE RECEIPT</b>	pad	<b>343</b>	<b>₱29.72</b>
<b>FORM - SUPPLIES LEDGER CARD</b>	piece	<b>3,380</b>	<b>₱3.15</b>
<b>FURNITURE CLEANER, aerosol type, 300ml min per can</b>	can	<b>33</b>	<b>₱120.12</b>
<b>INDEX TAB, self-adhesive, transparent</b>	box	<b>1</b>	<b>₱56.68</b>
<b>MAGAZINE FILE BOX, LARGE size, made of chipboard</b>	piece	<b>21</b>	<b>₱41.60</b>
<b>MARKER, FLUORESCENT, 3 assorted colors per set</b>	set	<b>51</b>	<b>₱46.68</b>
<b>MARKER, PERMANENT, bullet type, red</b>	piece	<b>335</b>	<b>₱8.98</b>
<b>MARKER, whiteboard, black, felt tip, bullet type</b>	piece	<b>74</b>	<b>₱13.38</b>
<b>MARKER, whiteboard, blue, felt tip, bullet type</b>	piece	<b>194</b>	<b>₱13.38</b>
<b>MARKER, whiteboard, red, felt tip, bullet type</b>	piece	<b>244</b>	<b>₱13.38</b>
<b>MOPHEAD, made of rayon, weight: 400 grams min</b>	piece	<b>5</b>	<b>₱123.76</b>
<b>MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in in</b>	unit	<b>7</b>	<b>₱111.30</b>
<b>NOTE PAD, stick on, 76mm x 100mm (3" x 4") min</b>	pad	<b>5</b>	<b>₱59.28</b>
<b>NOTE PAD, stick on, 76mm x 76mm (3" x 3") min</b>	pad	<b>53</b>	<b>₱47.73</b>
<b>NOTEBOOK, STENOGRAPHER, spiral, 40 leaves</b>	piece	<b>743</b>	<b>₱12.04</b>
<b>PAPER CLIP, vinyl/plastic coat, length: 32mm min</b>	box	<b>62</b>	<b>₱7.76</b>
<b>PAPER CLIP, vinyl/plastic coat, length: 50mm min</b>	box	<b>27</b>	<b>₱17.14</b>
<b>PAPER, Multi-Purpose (COPY) A4, 70 gsm</b>	ream	<b>42</b>	<b>₱133.12</b>
<b>PAPER, MULTICOPY, 80gsm, size: A4</b>	ream	<b>201</b>	<b>₱170.56</b>
<b>PAPER, MULTICOPY, 80gsm, size: Legal</b>	ream	<b>261</b>	<b>₱181.42</b>
<b>PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)</b>	pad	<b>36</b>	<b>₱29.12</b>
<b>PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose</b>	ream	<b>21</b>	<b>₱98.05</b>
<b>PENCIL SHARPENER, manual, single cutter head</b>	piece	<b>1</b>	<b>₱202.80</b>
<b>PROTECTIVE SAFETY GOGGLES</b>	piece	<b>166</b>	<b>₱156.00</b>
<b>RULER, plastic, 450mm (18"), width: 38mm min</b>	piece	<b>248</b>	<b>₱17.68</b>
<b>STAMP PAD INK, purple or violet, 50ml (min.)</b>	bottle	<b>40</b>	<b>₱31.52</b>
<b>STAMP PAD, FELT, bed dimension: 60mm x 100mm min</b>	piece	<b>24</b>	<b>₱34.95</b>
<b>STAPLE REMOVER, PLIER-TYPE</b>	piece	<b>18</b>	<b>₱24.90</b>
<b>STAPLE WIRE, STANDARD, (26/6)</b>	box	<b>522</b>	<b>₱22.55</b>
<b>STAPLER, BINDER TYPE, heavy duty, desktop</b>	unit	<b>17</b>	<b>₱914.16</b>
<b>STAPLER, STANDARD TYPE, load cap: 200 staples min</b>	piece	<b>3</b>	<b>₱176.80</b>
<b>SURGICAL MASK, 3-ply</b>	piece	<b>51,818</b>	<b>₱22.88</b>
<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	piece	<b>115</b>	<b>₱64.20</b>
<b>TAPE, MASKING, width: 24mm (±1mm)</b>	roll	<b>51</b>	<b>₱54.60</b>
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	piece	<b>316</b>	<b>₱19.97</b>
<b>TAPE, TRANSPARENT, width: 48mm (±1mm)</b>	roll	<b>14</b>	<b>₱19.97</b>
<b>THERMOGUN</b>	piece	<b>10</b>	<b>₱3,068.00</b>
<b>TOILET TISSUE PAPER 2-plys sheets, 150 pulls</b>	pack	<b>1</b>	<b>₱87.40</b>

<b>TONER CART, HP CB435A, Black</b>	cart	<b>6</b>	<b>₱3,380.00</b>
<b>TONER CART, HP CE410A, (HP305), Black</b>	cart	<b>13</b>	<b>₱4,201.60</b>
<b>TONER CART, HP CE411A, (HP305), Cyan</b>	cart	<b>10</b>	<b>₱6,011.20</b>
<b>TONER CART, HP CE412A, (HP305), Yellow</b>	cart	<b>12</b>	<b>₱6,011.20</b>
<b>TONER CART, HP CE413A, (HP305), Magenta</b>	cart	<b>7</b>	<b>₱6,011.20</b>
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>9</b>	<b>₱3,429.78</b>
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>7</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF402A (HP201A) Yellow LaserJet</b>	cart	<b>6</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>9</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF411A (HP410A) cyan</b>	cart	<b>2</b>	<b>₱5,616.00</b>
<b>TONER CART, HP CF412A (HP410A) yellow</b>	cart	<b>1</b>	<b>₱5,616.00</b>
<b>TONER CART, HP CF413A (HP410A) magenta</b>	cart	<b>1</b>	<b>₱5,616.00</b>
<b>TONER CART, HP Q2612A, Black</b>	cart	<b>3</b>	<b>₱3,900.00</b>
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>12</b>	<b>₱154.84</b>

\*This posting is valid on October 12, 2020 ONLY.

*This is a computer-generated document and it does not require signature.*