



# 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 20, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	431	₱90.22
BARCODE STICKER	piece	7,420	₱2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	9	₱96.20
BROOM, soft (tambo)	piece	6	₱136.24
CALCULATOR, compact, 12 digits	unit	27	346.85
CARTOLINA, assorted colors	pack	2	₱83.72
CHALK, molded, white, dustless, length: 78mm min	box	3	₱29.64
CUTTER BLADE, for heavy duty cutter	tube	156	₱14.82
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	19	₱128.96
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ENVELOPE, DOCUMENTARY, for legal size document	piece	337	₱1.86
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	piece	60	₱7.39
ENVELOPE, mailing, white, with window	box	5	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	38	₱10.30
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	6	₱4.37
FACE SHIELD, direct splash protection	piece	5	₱124.80
FILE TAB DIVIDER, bristol board, for legal	set	3	₱14.23
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	4	₱5,613.25
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	6	₱243.24
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,560	₱9.53
FOLDER, TAGBOARD, for A4 size documents	piece	200	₱2.79
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	87	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	343	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	21	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	46	₱46.68
MARKER, PERMANENT, bullet type, red	piece	335	₱8.98
MARKER, whiteboard, blue, felt tip, bullet type	piece	160	₱13.38
MARKER, whiteboard, red, felt tip, bullet type	piece	223	₱13.38
MOPHEAD, made of rayon, weight: 400 grams min	piece	5	₱123.76

MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	5	₱111.30
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	5	₱47.73
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	727	₱12.04
PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	5	₱17.14
PAPER, MULTICOPY, 80gsm, size: Legal	ream	216	₱181.42
PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	21	₱29.12
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	20	₱98.05
PROTECTIVE SAFETY GOGGLES	piece	166	₱156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	224	₱17.68
SHOE COVER, disposable	pair	55	₱8.32
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	40	₱31.52
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	19	₱34.95
STAPLE WIRE, STANDARD, (26/6)	box	477	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	15	₱914.16
SURGICAL MASK, 3-ply	piece	47,468	₱22.88
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	99	₱64.20
TAPE, MASKING, width: 24mm (±1mm)	roll	18	₱54.60
TAPE, PACKAGING, width: 48mm (±1mm)	piece	296	₱19.97
THERMOGUN	piece	10	₱3,068.00
TONER CART, HP CB435A, Black	cart	2	₱3,380.00
TONER CART, HP CE410A, (HP305), Black	cart	13	₱4,201.60
TONER CART, HP CE411A, (HP305), Cyan	cart	10	₱6,011.20
TONER CART, HP CE412A, (HP305), Yellow	cart	12	₱6,011.20
TONER CART, HP CE413A, (HP305), Magenta	cart	7	₱6,011.20
TONER CART, HP CF400A (HP201A) Black LaserJet	cart	6	₱3,429.78
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	5	₱4,043.83
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	4	₱4,043.83
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	8	₱4,043.83
TONER CART, HP Q2612A, Black	cart	2	₱3,900.00
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	12	₱154.84

**\*This posting is valid on October 20, 2020 ONLY.**

**\*\*Posting as of 6:30AM (Quantities vary throughout the day )**

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