



# 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 26, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	415	₱90.22
BARCODE STICKER	piece	7,297	₱2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	9	₱96.20
BROOM, soft (tambo)	piece	3	₱136.24
CALCULATOR, compact, 12 digits	unit	19	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	155	₱14.82
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ENVELOPE, DOCUMENTARY, for legal size document	piece	37	₱1.86
ENVELOPE, mailing, white, with window	box	4	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	38	₱10.30
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	6	₱4.37
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
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	19	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	38	₱46.68
MARKER, PERMANENT, bullet type, red	piece	335	₱8.98
MARKER, whiteboard, blue, felt tip, bullet type	piece	145	₱13.38
MARKER, whiteboard, red, felt tip, bullet type	piece	208	₱13.38
MOPHEAD, made of rayon, weight: 400 grams min	piece	3	₱123.76
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	727	₱12.04
PAPER, MULTICOPY, 80gsm, size: Legal	ream	201	₱181.42
PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	21	₱29.12
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	19	₱98.05

<b>PROTECTIVE SAFETY GOGGLES</b>	piece	<b>166</b>	₱156.00
<b>RULER, plastic, 450mm (18"), width: 38mm min</b>	piece	<b>218</b>	₱17.68
<b>STAMP PAD INK, purple or violet, 50ml (min.)</b>	bottle	<b>40</b>	₱31.52
<b>STAMP PAD, FELT, bed dimension: 60mm x 100mm min</b>	piece	<b>16</b>	₱34.95
<b>STAPLE WIRE, STANDARD, (26/6)</b>	box	<b>459</b>	₱22.55
<b>STAPLER, BINDER TYPE, heavy duty, desktop</b>	unit	<b>15</b>	₱914.16
<b>SURGICAL MASK, 3-ply</b>	piece	<b>46,768</b>	₱22.88
<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	piece	<b>99</b>	₱64.20
<b>TAPE, MASKING, width: 24mm (±1mm)</b>	roll	<b>12</b>	₱54.60
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	piece	<b>282</b>	₱19.97
<b>THERMOGUN</b>	piece	<b>10</b>	₱3,068.00
<b>TONER CART, HP CB435A, Black</b>	cart	<b>2</b>	₱3,380.00
<b>TONER CART, HP CE410A, (HP305), Black</b>	cart	<b>13</b>	₱4,201.60
<b>TONER CART, HP CE411A, (HP305), Cyan</b>	cart	<b>10</b>	₱6,011.20
<b>TONER CART, HP CE412A, (HP305), Yellow</b>	cart	<b>12</b>	₱6,011.20
<b>TONER CART, HP CE413A, (HP305), Magenta</b>	cart	<b>7</b>	₱6,011.20
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>6</b>	₱3,429.78
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>5</b>	₱4,043.83
<b>TONER CART, HP CF402A (HP201A) Yellow LaserJet</b>	cart	<b>4</b>	₱4,043.83
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>8</b>	₱4,043.83
<b>TONER CART, HP Q2612A, Black</b>	cart	<b>2</b>	₱3,900.00
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>12</b>	₱154.84

**\*This posting is valid on October 26, 2020 ONLY.**

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

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