



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 5, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	415	₱90.22
BARCODE STICKER	piece	7,121	₱2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	27	₱96.20
CALCULATOR, compact, 12 digits	unit	31	₱346.85
COVERALL, non-sterile, protective, medical grade	piece	20	1,144.00
CUTTER BLADE, for heavy duty cutter	tube	173	₱14.82
DATING AND STAMPING MACHINE, heavy duty	piece	8	₱453.96
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	34	₱128.96
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents	piece	19	₱7.39
ENVELOPE, mailing, white, with window	box	5	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	3	₱10.30
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	42	₱2,650.83
FASTENER, METAL, 70mm between prongs	box	34	₱83.41
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,710	₱9.53
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	117	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	351	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	31	₱120.12
HEAD COVER, disposable	piece	15	₱2.60
KN95 FACE MASK	piece	48	₱104.00
MARKER, FLUORESCENT, 3 assorted colors per set	set	27	₱46.68
MARKER, PERMANENT, bullet type, red	piece	299	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	215	₱13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	811	₱12.04
PAPER, MULTICOPY, 80gsm, size: Legal	ream	270	₱181.42
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	4	₱98.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	234	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	32	₱31.52
STAPLE WIRE, STANDARD, (26/6)	box	433	₱22.55

STAPLER, BINDER TYPE, heavy duty, desktop	unit	16	₱914.16
SURGICAL MASK, 3-ply	piece	49,438	₱22.88
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	91	₱64.20
TAPE, PACKAGING, width: 48mm (±1mm)	piece	329	₱19.97
TONER CART, HP CF400A (HP201A) Black LaserJet	cart	9	₱3,429.78
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	7	₱4,043.83
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	6	₱4,043.83
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	9	₱4,043.83
TONER CART, HP Q2612A, Black	cart	1	₱3,900.00
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	9	₱154.84

***This posting is valid on October 5, 2020 ONLY.**

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