



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 9, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	465	₱90.22
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	329	43.58
BARCODE STICKER	piece	7,420	₱2.80
BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	1	₱36.30
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	24	₱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	170	₱14.82
CUTTER KNIFE, for general purpose	piece	1	₱33.43
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	47	₱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	1,780	₱1.35
ENVELOPE, DOCUMENTARY, for legal size document	piece	517	₱1.86
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	piece	460	₱7.39
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness minimum	piece	7	₱30.49
ENVELOPE, mailing, white, with window	box	5	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	52	₱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	170	₱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	7	₱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
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	107	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	346	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	33	₱120.12
INDEX TAB, self-adhesive, transparent	box	2	₱56.68
Linear tubular (T8), 18 WATTS	piece	5	₱205.82
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	21	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	56	₱46.68
MARKER, PERMANENT, bullet type, red	piece	335	₱8.98
MARKER, whiteboard, black, felt tip, bullet type	piece	111	₱13.38
MARKER, whiteboard, blue, felt tip, bullet type	piece	206	₱13.38
MARKER, whiteboard, red, felt tip, bullet type	piece	256	₱13.38
MOPHEAD, made of rayon, weight: 400 grams min	piece	5	₱123.76
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in in	unit	12	₱111.30
NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	9	₱37.06
NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10	₱59.28
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	78	₱47.73
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	788	₱12.04
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	67	₱7.76
PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	32	₱17.14
PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	162	₱133.12
PAPER, MULTICOPY, 80gsm, size: A4	ream	231	₱170.56
PAPER, MULTICOPY, 80gsm, size: Legal	ream	271	₱181.42
PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	36	₱29.12
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	22	₱98.05
PENCIL SHARPENER, manual, single cutter head	piece	1	₱202.80
PROTECTIVE SAFETY GOGGLES	piece	166	₱156.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	248	₱17.68
SCISSORS, symmetrical, blade length: 65mm min	pair	4	₱40.56
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	44	₱31.52
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	25	₱34.95
STAPLE REMOVER, PLIER-TYPE	piece	18	₱24.90
STAPLE WIRE, STANDARD, (26/6)	box	532	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	17	₱914.16
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	3	₱176.80
SURGICAL MASK, 3-ply	piece	53,668	₱22.88
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	115	₱64.20
TAPE, MASKING, width: 24mm (±1mm)	roll	66	₱54.60
TAPE, MASKING, width: 48mm (±1mm)	roll	13	₱106.60

TAPE, PACKAGING, width: 48mm (±1mm)	piece	323	₱19.97
TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	29	₱19.97
THERMOGUN	piece	10	₱3,068.00
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	59	₱87.40
TONER CART, HP CB435A, Black	cart	6	₱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	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 CF411A (HP410A) cyan	cart	2	₱5,616.00
TONER CART, HP CF412A (HP410A) yellow	cart	1	₱5,616.00
TONER CART, HP CF413A (HP410A) magenta	cart	1	₱5,616.00
TONER CART, HP Q2612A, Black	cart	3	₱3,900.00
TRASHBAG, plastic, transparent	roll	8	₱134.68
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	12	₱154.84

***This posting is valid on October 9, 2020 only**

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