



## 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 November 17, 2021

No. of Items: 33

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	372	90.22
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	50	96.20
CARTOLINA, assorted colors	pack	4	83.72
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	500	14.75
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	447	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	302	56.04
DISPOSABLE GLOVES, LATEX	box	21	678.88
ELECTRIC FAN, STAND type	unit	17	856.86
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	10	738.40
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	513	30.49
FACE SHIELD, direct splash protection	piece	346	45.00
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FLASH DRIVE, 16 GB capacity	piece	2	166.40
FORM - CERTIFICATE OF SERVICE	pad	53	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	297	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,600	3.15
GLUE, all purpose, gross weight: 200 grams min	jar	100	71.50
HANDBOOK (RA 9184)	book	9	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	597	36.66
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	112	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	8	9,297.60
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	1,000	136.66
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (LEGAL)	reams	45	127.71
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	51	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	14	98.05
PENCIL SHARPENER, manual, single cutter head	piece	11	202.67
RULER, plastic, 450mm (18"), width: 38mm min	piece	36	17.68
SCISSORS, symmetrical, blade length: 65mm min	pair	400	33.37
SCOURING PAD, 5 pieces per pack	pack	83	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	1,000	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	600	20.26
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	150	39.92
TWINE, plastic, one (1) kilo per roll	roll	50	66.62

**\*This posting is valid on November 17, 2021 ONLY.**

**\*\*List of available supplies as of November 17, 2021. Quantity of items varies throughout the day**

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