



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 22, 2021

No. of Items: 30

| ITEM/DESCRIPTION | UNIT | AVAILABLE BALANCE | UNIT COST |
|---|-------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min | can | 351 | 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 | 445 | 14.75 |
| CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | box | 397 | 25.56 |
| CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm) | box | 287 | 56.04 |
| DISPOSABLE GLOVES, LATEX | box | 15 | 678.88 |
| ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc | box | 9 | 738.40 |
| ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min | piece | 486 | 30.49 |
| FACE SHIELD, direct splash protection | piece | 346 | 45.00 |
| FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs | unit | 1 | 5,613.25 |
| FORM - CERTIFICATE OF SERVICE | pad | 48 | 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 | 85 | 71.50 |
| HANDBOOK (RA 9184) | book | 9 | 37.21 |
| MARKER, FLUORESCENT, 3 assorted colors per set | set | 588 | 36.66 |
| NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | 92 | 12.04 |
| PAPER TRIMMER/CUTTING MACHINE, max paper size: B4 | unit | 8 | 9,297.60 |
| PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4) | reams | 576 | 136.66 |
| PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) | pad | 51 | 21.53 |
| PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose | box | 6 | 98.05 |
| PENCIL SHARPENER, manual, single cutter head | piece | 10 | 202.67 |
| RULER, plastic, 450mm (18"), width: 38mm min | piece | 36 | 17.68 |
| SCISSORS, symmetrical, blade length: 65mm min | pair | 377 | 33.37 |
| SCOURING PAD, 5 pieces per pack | pack | 83 | 57.93 |
| SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip | piece | 743 | 20.26 |
| SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip | piece | 373 | 20.26 |
| STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | 150 | 39.92 |
| TWINE, plastic, one (1) kilo per roll | roll | 45 | 66.62 |

***This posting is valid on November 22, 2021 ONLY.**

****List of available supplies as of November 22, 2021. Quantity of items varies throughout the day**

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