



# 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 December 9, 2021

No. of Items: 38

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	298	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	124	387.92
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	45	96.20
CARTOLINA, assorted colors	pack	20	83.72
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	302	14.75
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	280	25.56
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	195	56.04
DISPOSABLE GLOVES, LATEX	box	4	678.88
DOCUMENT CAMERA 8 MEGAPIXELS (8MP)	unit	1	23,623.60
ELECTRIC FAN, STAND type	unit	10	856.86
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	456	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	94	166.40
FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	155	171.43
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	88	238.57
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	15	71.50
HANDBOOK (RA 9184)	book	9	37.21
MARKER, FLUORESCENT, 3 assorted colors per set	set	523	36.66
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	107	12.04
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	7	9,297.60
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4)	reams	770	136.66
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	51	21.53
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	20	98.50
PENCIL SHARPENER, manual, single cutter head	piece	5	202.67
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	100	62.40
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	192	104.00
RULER, plastic, 450mm (18"), width: 38mm min	piece	26	17.68
SCISSORS, symmetrical, blade length: 65mm min	pair	296	33.37
SCOURING PAD, 5 pieces per pack	pack	74	57.93
SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	163	20.26
SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	509	20.26
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	134	39.92
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	611	86.32
TWINE, plastic, one (1) kilo per roll	roll	15	66.62

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**\*This posting is valid on December 9, 2021 ONLY.**

**\*\*List of available supplies as of December 9, 2021. Quantity of items varies throughout the day**

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