



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 January 19, 2021

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	375	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	12	457.60
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	844	43.58
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	20	36.30
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1	96.20
BROOM, soft (tambo)	piece	6	236.24
CALCULATOR, compact, 12 digits	unit	19	346.85
CARTOLINA, assorted colors	pack	1	82.72
CHALK, molded, white, dustless, length: 78mm min	box	2	29.64
CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	200	8.76
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	200	15.22
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	192	22.36
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	53	54.60
CORRECTION TAPE, film base type, UL 6m min	piece	133	14.02
CUTTER BLADE, for heavy duty cutter	piece	150	14.82
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2	1,109.68
ENVELOPE, DOCUMENTARY, for A4 size document	piece	288	1.35
ENVELOPE, mailing, white, with window	box	2	433.68
ERASER, FELT, for blackboard/whiteboard	piece	14	10.30
ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	5	4.37
FACE SHIELD, direct splash protection	piece	7	124.80
FILE TAB DIVIDER, bristol board, for legal	set	2	14.23
FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	1	5,613.25
FOLDER, FANCY, for A4 size documents	bundle	5	270.40
FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	6	243.24
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,780	9.53
FOLDER, TAGBOARD, for legal size documents	piece	800	3.22
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - DAILY TIME RECORD	pad	70	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	340	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	20	120.12
HEAD COVER, disposable	piece	1	2.60

INDEX TAB, self-adhesive, transparent	box	1	56.68
INK CART, HP CZ122A (HP685A), Cyan	cart	2	256.88
INK CART, HP CZ123A (HP685A), Magenta	cart	2	256.88
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	2	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	27	₱44.41
MARKER, PERMANENT, bullet type, red	piece	292	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	52	₱13.38
MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	9	111.30
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	689	₱12.04
PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	2	₱7.76
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	298	₱181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	25	₱30.68
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	9	₱98.05
PENCIL SHARPENER, manual, single cutter head	piece	100	₱202.67
RUBBER BAND, 70mm min lay flat length (#18)	box	17	₱100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	230	₱17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	29	₱31.52
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	7	₱34.95
STAPLE WIRE, STANDARD, (26/6)	box	400	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	15	₱914.16
STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	2	₱176.80
SURGICAL MASK, 3-ply	50/pack	745	₱1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	88	₱64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	230	₱19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	5	₱86.84
TONER CART, HP CE410A, (HP305), Black	cart	6	₱4,201.60
Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart	4	₱3,429.78
Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart	3	₱4,043.83
Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	6	₱4,043.83
TRASHBAG, GPP specs, black, 940mmx1016mm	pack	6	₱134.68
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	12	₱154.84

***This posting is valid on January 19, 2021 ONLY.**

****List of available supplies as of January 19, 2021. Quantity of items varies throughout the day**

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