



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 25, 2021

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	369	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	5	457.60
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	689	43.58
BATTERY, dry cell, AA, 2 pieces per blister pack	pack	7	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	18	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	177	8.76
CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	177	15.22
CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	173	22.36
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	36	54.60
CORRECTION TAPE, film base type, UL 6m min	piece	45	14.02
CUTTER BLADE, for heavy duty cutter	piece	135	14.82
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2	1,109.68
ENVELOPE, DOCUMENTARY, for A4 size document	piece	268	1.35
ENVELOPE, mailing, white, with window	box	1	433.68
ERASER, FELT, for blackboard/whiteboard	piece	7	10.30
FOLDER, FANCY, for A4 size documents	bundle	2	270.40
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	1,660	9.53
FORM - CERTIFICATE OF SERVICE	pad	91	28.57
FORM - DAILY TIME RECORD	pad	70	32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	335	29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	8	120.12
HEAD COVER, disposable	piece	1	2.60
INK CART, HP CZ122A (HP685A), Cyan	cart	2	256.88
INK CART, HP CZ123A (HP685A), Magenta	cart	2	256.88
MARKER, FLUORESCENT, 3 assorted colors per set	set	21	44.41
MARKER, PERMANENT, bullet type, red	piece	290	8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	51	13.38
NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	681	12.04
PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	283	181.42
PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	25	30.68

PENCIL SHARPENER, manual, single cutter head	piece	98	202.67
RUBBER BAND, 70mm min lay flat length (#18)	box	16	₱100.05
RULER, plastic, 450mm (18"), width: 38mm min	piece	228	17.68
STAMP PAD INK, purple or violet, 50ml (min.)	bottle	27	₱31.52
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	₱34.95
STAPLE WIRE, STANDARD, (26/6)	box	377	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	13	914.16
SURGICAL MASK, 3-ply	pack (50)	711	₱1,144.00
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	86	₱64.20
TAPE, PACKAGING, width: 48mm (±1mm)	roll	227	₱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
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	11	₱154.84

**This posting is valid for January 25, 2021 only.*

Availability of items varies throughout the day.

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