



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 February 01, 2021

No. of Items: 39

| ITEM/DESCRIPTION | UNIT | AVAILABLE BALANCE | UNIT COST |
|--|------------|-------------------|-----------|
| AIR FRESHENER, aerosol, 280ml/150g min | can | 308 | 90.22 |
| ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml) | bottle | 517 | 43.58 |
| BATTERY, dry cell, D, 1.5 volts, alkaline | pack | 1 | 96.20 |
| BROOM, soft (tambo) | piece | 4 | 236.24 |
| CHALK, molded, white, dustless, length: 78mm min | box | 2 | 29.64 |
| CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm) | box | 48 | 8.76 |
| CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm) | box | 30 | 15.22 |
| CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm) | box | 31 | 22.36 |
| CUTTER BLADE, for heavy duty cutter | piece | 115 | 14.82 |
| ELECTRIC FAN, INDUSTRIAL, ground type, metal blade | unit | 2 | 1,109.68 |
| FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm) | piece | 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 |
| 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 | 15 | 44.41 |
| MARKER, PERMANENT, bullet type, red | piece | 290 | 8.98 |
| MARKER, whiteboard, red, felt tip, bullet type | piece | 48 | 13.38 |
| NOTEBOOK, STENOGRAPHER, spiral, 40 leaves | piece | 669 | 12.04 |
| PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm | reams | 178 | 181.42 |
| PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm) | pad | 23 | 30.68 |
| PENCIL SHARPENER, manual, single cutter head | piece | 79 | 202.67 |
| RUBBER BAND, 70mm min lay flat length (#18) | box | 14 | 100.05 |
| RULER, plastic, 450mm (18"), width: 38mm min | piece | 192 | 17.68 |
| STAMP PAD INK, purple or violet, 50ml (min.) | bottle | 15 | 31.52 |
| STAMP PAD, FELT, bed dimension: 60mm x 100mm min | piece | 1 | 34.95 |
| STAPLE WIRE, STANDARD, (26/6) | box | 366 | 22.55 |
| STAPLER, BINDER TYPE, heavy duty, desktop | unit | 13 | 914.16 |
| SURGICAL MASK, 3-ply | pack (50s) | 677 | 1,144.00 |

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|---|--------------|------------|-----------------|
| TAPE DISPENSER, TABLE TOP, for 24mm width tape | piece | 83 | 64.20 |
| TAPE, PACKAGING, width: 48mm (±1mm) | roll | 222 | 19.97 |
| TOILET TISSUE PAPER 2-plys sheets, 150 pulls | pack | 5 | 86.84 |
| TONER CART, HP CE411A, (HP305), Cyan | cart | 3 | 6,011.20 |
| 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 | 6 | ₱154.84 |

***This posting is valid on February 01, 2021 ONLY.**

****List of available supplies as of February 01,2021. Quantity of items varies throughout the day**

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