



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 4, 2022

No. of Items: 67

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol type	can	449	90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	640	330.55
ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	282	88.00
BATTERY, dry Cell, size D	pack	64	96.20
BLADE, for general purpose cutter / utility knife	piece	9	14.82
CARTOLINA, assorted colors	pack	21	83.72
CLEARBOOK, 20 Transparent pockets, Legal	piece	36	38.41
CLIP, backfold, 19mm	box	433	8.72
CLIP, backfold, 25mm	box	56	15.22
CLIP, backfold, 32mm	box	21	22.36
CLIP, backfold, 50mm	box	15	54.60
CORRECTION TAPE, film base type, UL 6m min	piece	5	14.02
DISPOSABLE GLOVES, LATEX	box	8	678.88
DOCUMENT CAMERA, 8 MP	unit	1	23,623.60
ELECTRIC FAN, stand type	unit	80	856.86
ENVELOPE, expanding, kraft, legal	box	9	738.40
ENVELOPE, expanding, plastic	piece	508	30.49
FACE SHIELD, direct splash protection	piece	626	45.00
FIRE EXTINGUISHER, pure HCFC	unit	1	5,613.25
FLASH DRIVE, 16 GB	piece	21	167.44
FOLDER, fancy, with slide, legal	bundle	1	311.88
FOLDER, L-type, A4	pack	177	171.43
FOLDER, L-type, legal	pack	83	243.24
FORM - CERTIFICATE OF SERVICE	pad	48	28.57
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	295	29.72
FORM - SUPPLIES LEDGER CARD	piece	2,740	3.15
FURNITURE CLEANER, aerosol type	can	43	120.12
GLUE, all purpose	jar	60	71.50
HANDBOOK (RA 9184), 8th edition	book	9	37.21
KN95 FACE MASK	piece	1,000	88.88
LIGHT BULB, Light Emitting Diode (LED)	piece	6	82.16
MARKER, fluorescent	set	556	36.66
MARKER, permanent, red, bullet type	piece	57	8.98
MARKER, whiteboard, red	piece	17	13.38
NOTEBOOK, stenographer	piece	192	12.04
PAD PAPER, ruled	pad	6	29.12
PAPER TRIMMER / CUTTING MACHINE, table top	unit	8	9,297.60
PAPER, Multi-Purpose, A4, 70 gsm	reams	29	98.26
PAPER, multi-purpose, legal, 70gsm	reams	11	118.46

PAPER, MULTICOPY, A4, 80 gsm	reams	862	136.66
PAPER, MULTICOPY, Legal, 80gsm	reams	909	127.71
PAPER, parchment	box	25	98.05
PENCIL SHARPENER, manual, single cutter head	piece	2	202.67
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
PUNCHER, paper, heavy duty	piece	1	150.80
RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	20	70.72
RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	253	101.92
RULER, plastic, 450mm	piece	37	17.68
SCISSORS, symmetrical	pair	624	33.37
SCOURING PAD	pack	70	112.32
SIGN PEN, black	piece	537	20.26
SIGN PEN, blue	piece	162	20.26
SIGN PEN, red	piece	500	20.26
STAMP PAD, felt	piece	131	39.92
STAPLE WIRE, standard	box	75	22.55
STAPLER, heavy duty, binder type	unit	1	914.16
STAPLER, standard type	piece	5	140.40
SURGICAL MASK, 3-ply	box	1,822	120.00
TAPE DISPENSER, table top	piece	4	64.20
TAPE, packaging, 48mm	roll	36	19.97
TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	92	86.84
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	578	86.32
TONER CART, HP CE412A, (HP305), Yellow	cart	2	6,011.20
Toner Cartridge, HP CF401A (HP201A) Cyan	cart	1	4,043.83
Toner Cartridge, HP CF403A (HP201A) Magenta	cart	1	4,043.83
TRASHBAG, GPP specs, black, 940mmx1016mm	pack	2	134.68
TWINE, plastic	roll	13	58.24

***This posting is valid on January 4, 2022 ONLY.**

****List of available supplies as of January 4, 2022. Quantity of items varies throughout the day**

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