



## 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 3, 2023

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>AVAILABLE BALANCE</u>	<u>UNIT COST</u>
BATTERY, dry cell, size AA, Two (2) pieces per blister pack	<i>pack</i>	28	P20.49
BATTERY, dry cell, size D, Two (2) pieces per blister pack	<i>pack</i>	8	P96.20
CALCULATOR, Compact	<i>unit</i>	6	P266.24
CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	<i>pack</i>	24	P83.72
CLEARBOOK, 20 transparent pockets, A4	<i>piece</i>	9	P32.91
CLEARBOOK, 20 transparent pockets, legal	<i>piece</i>	6	P36.36
CLIP, backfold, 19mm	<i>box</i>	4	P8.72
CLIP, backfold, 25mm	<i>box</i>	5	P14.75
CLIP, backfold, 32mm	<i>box</i>	7	P25.56
CLIP, backfold, 50mm	<i>box</i>	5	P56.04
DOCUMENT CAMERA, 8 MP	<i>unit</i>	4	P23,623.60
ELECTRIC FAN, stand type	<i>unit</i>	11	P856.86
ENVELOPE, Documentary, legal, 500 pieces per box	<i>box</i>	4	P980.72
ENVELOPE, Expanding, Kraft, 100 pieces per box	<i>box</i>	11	P738.40
ERASER, felt, for blackboard/whiteboard	<i>piece</i>	47	P11.41
ERASER, plastic/ rubber	<i>piece</i>	3	P4.47
FASTENER, metal, non-sharp edges, 50 sets per box	<i>box</i>	11	P94.64
FLASH DRIVE, 16GB	<i>piece</i>	22	P166.40
FOLDER with tab, legal, 100 pieces per pack	<i>pack</i>	51	P333.26
FOLDER, L-type, A4, 50 pieces per pack	<i>pack</i>	44	P187.54
FORM - CERTIFICATE OF SERVICE	<i>pad</i>	150	P32.32
FORM - DAILY TIME RECORD	<i>pad</i>	133	P32.25
FORM - REIMBURSEMENT RECEIPT (RER)	<i>pad</i>	82	P29.72
FORM - SUPPLIES LEDGER CARD	<i>pad</i>	513	P3.15
GLOVES, Latex	<i>box</i>	8	P678.88
GLUE, all-purpose, 200 grams	<i>jar</i>	4	P70.72
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	<i>book</i>	2	P37.21
INK, for stamp pad, 50mL	<i>bottle</i>	35	P28.91
KN95 MASKS	<i>box</i>	64	P888.80
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	<i>piece</i>	33	P75.61
MARKER, Flourescent, 3 colors per set	<i>set</i>	173	P36.66
MARKER, Permanent, Black	<i>piece</i>	214	P7.47
MARKER, Permanent, Blue	<i>piece</i>	203	P7.47
MARKER, Permanent, Red	<i>piece</i>	8	P7.47
MARKER, Whiteboard, Blue	<i>piece</i>	120	P9.65
MOPHEAD, made of rayon	<i>piece</i>	2	P122.51
MOUSE, OPTICAL, USB connection type	<i>unit</i>	10	P149.76
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	<i>pad</i>	30	P52.00
NOTEBOOK, stenographer	<i>piece</i>	34	P12.04
PAD PAPER, ruled	<i>pad</i>	12	P30.68

PAPER, MULTICOPY A4, 500 sheets per ream	<i>ream</i>	1463	₱165.65
PAPER, MULTICOPY LEGAL, 500 sheets per ream	<i>ream</i>	138	₱189.18
PAPER, MULTIPURPOSE A4, 500 sheets per ream	<i>ream</i>	49	₱137.74
PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	<i>ream</i>	148	₱158.91
PROTECTIVE SAFETY GOGGLES	<i>piece</i>	3	₱156.00
RECORD BOOK, 300 PAGES	<i>book</i>	13	₱62.40
RUBBER BAND No. 18, 350g	<i>box</i>	25	₱135.20
RULER, plastic, 450 mm	<i>piece</i>	19	₱16.64
SIGN PEN, Black, liquid or gel	<i>piece</i>	342	₱22.20
SIGN PEN, Blue, liquid or gel	<i>piece</i>	320	₱22.20
SIGN PEN, Red, liquid or gel	<i>piece</i>	304	₱22.20
STAMP PAD, felt	<i>piece</i>	36	₱39.92
STAPLE REMOVER, plier type	<i>piece</i>	47	₱27.87
STAPLE WIRE, heavy duty (binder type), 23/13	<i>box</i>	44	₱22.55
STAPLE WIRE, standard	<i>box</i>	94	₱23.76
STAPLER, heavy duty (binder type), desktop	<i>unit</i>	7	₱888.16
STAPLER, standard type	<i>piece</i>	31	₱145.60
TAPE DISPENSER, table top	<i>piece</i>	7	₱72.80
TAPE, electrical	<i>roll</i>	4	₱19.45
TAPE, masking, 24mm	<i>roll</i>	6	₱61.88
TONER CARTRIDGE, HP CE411A, (HP305), Cyan	<i>cart</i>	2	₱6,011.20
TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	<i>pack</i>	10	₱144.04
TWINE, plastic	<i>roll</i>	18	₱66.62
WRAPPING PAPER, kraft, 50 sheets per pack	<i>pack</i>	5	₱161.20

This posting is valid on January 3, 2023 ONLY.

\*List of available supplies as of January 3, 2023.

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

\*\*\*Items posted above are based on the opening balance as of this posting. Quantity of items varies throughout the day.