



**SUPPLY AND PROPERTY MANAGEMENT OFFICE**

Lakandula St., at the back of Abert Hall, U.P. Diliman, Quezon City  
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**UPD SPMO CENTRAL STOREROOM  
STATEMENT OF NON-AVAILABILITY OF STOCKS**

As of March 6, 2024

| <u>ITEM/DESCRIPTION</u>  | <u>UNIT</u> | <u>REMARKS</u>   |
|--|-------------|------------------|
| ACETATE, 50 meters   | roll        |                  |
| ALCOHOL, Ethyl, 1 Gallon   | gallon      |                  |
| ALCOHOL, Ethyl, 500 mL   | bottle      |                  |
| BATTERY, dry cell, size AA, Two (2) pieces per blister pack          | pack        |                  |
| BATTERY, dry cell, size AAA, Two (2) pieces per blister pack         | pack        |                  |
| BATTERY, dry cell, size D, Two (2) pieces per blister pack           | pack        |                  |
| BINDING AND PUNCHING MACHINE, 50mm binding capacity                  | unit        |                  |
| BROOM, Soft (Walis Tambo)  | piece       |                  |
| BROOM, Stick (Walis Ting-ting)                                       | piece       |                  |
| CARBON FILM, A4, 100 sheets per box                                  | box         |                  |
| CARBON FILM, Legal, 100 sheets per box                               | box         |                  |
| CHALK, white enamel, 100 pieces per box                              | box         |                  |
| CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL                      | bottle      |                  |
| CLEANSER, Scouring Powder, 350g                                      | can         |                  |
| CLEARBOOK, 20 transparent pockets, A4                                | piece       |                  |
| CLEARBOOK, 20 transparent pockets, legal                             | piece       |                  |
| CLIP, backfold, 19mm   | box         |                  |
| CLIP, backfold, 25mm   | box         |                  |
| CLIP, backfold, 32mm   | box         |                  |
| CLIP, backfold, 50mm   | box         |                  |
| COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box | box         |                  |
| COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box | box         |                  |
| COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box   | box         |                  |
| COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box   | box         |                  |
| COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box     | box         |                  |
| COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box     | box         |                  |
| COMPUTER MOUSE, Wireless   | unit        |                  |
| CUTTER/UTILITY KNIFE, for general purpose                            | piece       |                  |
| DATA FILE BOX  | piece       |                  |
| DATA FOLDER  | piece       |                  |
| DATING AND STAMPING MACHINE  | piece       |                  |
| DESKTOP, for Basic Users   | unit        | *per order basis |
| DESKTOP, for Mid-Range Users   | unit        | *per order basis |
| DETERGENT BAR, 140g as packed  | piece       |                  |
| DETERGENT POWDER, all purpose, 1kg                                   | pouch       |                  |
| DIGITAL VOICE RECORDER   | unit        | *per order basis |
| DISINFECTANT SPRAY, Aerosol type, 400g                               | can         |                  |
| DOCUMENT CAMERA, 8 MP  | unit        |                  |
| DRUM CARTRIDGE, BROTHER DR-3455, Black                               | cart        | *per order basis |
| DUST PAN, rigid non-breakable plastic                                | piece       |                  |
| ELECTRIC FAN, wall mount   | unit        |                  |
| ENVELOPE, Documentary, A4  | box         |                  |

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| ENVELOPE, Expanding, Plastic                            | piece  |                  |
| ENVELOPE, Mailing, 500 pieces per box                   | box    |                  |
| ENVELOPE, Mailing, with window                          | box    |                  |
| ERASER, felt, for blackboard/whiteboard                 | piece  |                  |
| EXTERNAL HARD DRIVE                                     | unit   |                  |
| FACE MASK, 3 ply, fifty (50) pieces per box             | box    |                  |
| FASTENER  | box    |                  |
| FILE TAB/INDEX DIVIDER, bristol board, A4               | set    |                  |
| FILE TAB/INDEX DIVIDER, bristol board, legal            | set    |                  |
| FIRE EXTINGUISHER, dry chemical                         | unit   | *per order basis |
| FIRE EXTINGUISHER, pure HCFC                            | unit   | *per order basis |
| FLOOR WAX, paste type, red, 2kg                         | can    |                  |
| FOLDER with tab, A4, 100 pieces per pack                | pack   |                  |
| FOLDER with tab, Legal                                  | pack   |                  |
| FOLDER, Fancy with slide, A4, 50 pieces per bundle      | bundle |                  |
| FOLDER, Fancy with slide, legal, 50 pieces per bundle   | bundle |                  |
| FOLDER, pressboard                                      | box    |                  |
| GLUE, all-purpose                                       | jar    |                  |
| HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184) | book   |                  |
| INK CARTRIDGE, BROTHER LC67B, Black                     | cart   | *per order basis |
| INK CARTRIDGE, BROTHER LC67HYBK, Black                  | cart   | *per order basis |
| INK CARTRIDGE, CANON CL-741, Colored                    | cart   | *per order basis |
| INK CARTRIDGE, CANON CL-811, Colored                    | cart   | *per order basis |
| INK CARTRIDGE, CANON PG-740, Black                      | cart   | *per order basis |
| INK CARTRIDGE, CANON PG-810, Black                      | cart   | *per order basis |
| INK CARTRIDGE, CL-47 CANON PIXMA (Colored)              | cart   | *per order basis |
| INK CARTRIDGE, EPSON C13T664100 (T6641), Black          | cart   | *per order basis |
| INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan           | cart   | *per order basis |
| INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta        | cart   | *per order basis |
| INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow         | cart   | *per order basis |
| INK CARTRIDGE, HP C2P04AA (HP62), Black                 | cart   | *per order basis |
| INK CARTRIDGE, HP C2P06AA (HP62), Tri-color             | cart   | *per order basis |
| INK CARTRIDGE, HP C9351AA (HP21), Black                 | cart   | *per order basis |
| INK CARTRIDGE, HP C9352AA (HP22), Tri-color             | cart   | *per order basis |
| INK CARTRIDGE, HP CC640WA (HP60), Black                 | cart   | *per order basis |
| INK CARTRIDGE, HP CC643WA (HP60), Tri-color             | cart   | *per order basis |
| INK CARTRIDGE, HP CD972AA (HP920XL), Cyan               | cart   | *per order basis |
| INK CARTRIDGE, HP CD973AA (HP920XL), Magenta            | cart   | *per order basis |
| INK CARTRIDGE, HP CD974AA (HP920XL), Yellow             | cart   | *per order basis |
| INK CARTRIDGE, HP CD975AA (HP920XL), Black              | cart   | *per order basis |
| INK CARTRIDGE, HP CH561WA (HP61), Black                 | cart   | *per order basis |
| INK CARTRIDGE, HP CH562WA (HP61), Tri-color             | cart   | *per order basis |
| INK CARTRIDGE, HP CH565A (HP82), Black                  | cart   | *per order basis |
| INK CARTRIDGE, HP CH566A (HP82), Cyan                   | cart   | *per order basis |
| INK CARTRIDGE, HP CN045AA (HP950XL), Black              | cart   | *per order basis |
| INK CARTRIDGE, HP CN046AA (HP951XL), Cyan               | cart   | *per order basis |
| INK CARTRIDGE, HP CN047AA (HP951XL), Magenta            | cart   | *per order basis |
| INK CARTRIDGE, HP CN048AA (HP951XL), Yellow             | cart   | *per order basis |
| INK CARTRIDGE, HP CN692AA (HP704), Black                | cart   | *per order basis |
| INK CARTRIDGE, HP CN693AA (HP704), Tri-color            | cart   | *per order basis |
| INK CARTRIDGE, HP CZ107AA (HP678), Black                | cart   | *per order basis |
| INK CARTRIDGE, HP CZ108AA (HP678), Tri-color            | cart   | *per order basis |
| INK CARTRIDGE, HP CZ121A (HP685A), Black                | cart   | *per order basis |
| INK CARTRIDGE, HP CZ122A (HP685A), Cyan                 | cart   | *per order basis |
| INK CARTRIDGE, HP CZ123A (HP685A), Magenta              | cart   | *per order basis |
| INK CARTRIDGE, HP CZ124A (HP685A), Yellow               | cart   | *per order basis |
| INK CARTRIDGE, HP F6V26AA (HP680), Tri-color            | cart   | *per order basis |
| INK CARTRIDGE, HP F6V27AA (HP680), Black                | cart   | *per order basis |
| INK CARTRIDGE, HP L0S51AA (HP955), Cyan Original        | cart   | *per order basis |
| INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original     | cart   | *per order basis |
| INK CARTRIDGE, HP L0S57AA (HP955), Yellow Original      | cart   | *per order basis |
| INK CARTRIDGE, HP L0S60AA (HP955), Black Original       | cart   | *per order basis |
| INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original      | cart   | *per order basis |
| INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta            | cart   | *per order basis |
| INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow             | cart   | *per order basis |
| INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original     | cart   | *per order basis |

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| INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original          | cart     | *per order basis |
| INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original       | cart     | *per order basis |
| INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original        | cart     | *per order basis |
| INK CARTRIDGE, HP T6M01AA (HP905), Black Original         | cart     | *per order basis |
| INK CARTRIDGE, HP680 (Black)                              | cart     | *per order basis |
| INK CARTRIDGE, HP680 (Tri-colored)                        | cart     | *per order basis |
| INK CARTRIDGE, PG-47 CANON PIXMA (Black)                  | cart     | *per order basis |
| INK, for stamp pad, 50mL                                  | bottle   |                  |
| INSECTICIDE, 600mL  | can      |                  |
| KN95 MASK   | 10s/pack |                  |
| LAPTOP, for Mid-range Users                               | unit     | *per order basis |
| LAPTOP, Lightweight                                       | unit     | *per order basis |
| LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts            | piece    | *per order basis |
| LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts          | piece    | *per order basis |
| LIQUID HAND SOAP, 500mL                                   | bottle   |                  |
| LOOSELEAF COVER, 50 sets per bundle                       | bundle   |                  |
| MAGAZINE FILE BOX, Large                                  | piece    |                  |
| MARKER, Fluorescent                                       | set      |                  |
| MARKER, Permanent, Black                                  | piece    |                  |
| MARKER, Permanent, Blue                                   | piece    |                  |
| MARKER, Permanent, Red                                    | piece    |                  |
| MARKER, Whiteboard, Black                                 | piece    |                  |
| MARKER, Whiteboard, Red                                   | piece    |                  |
| MONOBLOC TABLE, beige, 4 seater capacity                  | unit     | *per order basis |
| MONOBLOC TABLE, white, 4 seater capacity                  | unit     | *per order basis |
| MOP BUCKET, heavy duty, hard plastic, 30 liters capacity  | unit     |                  |
| MOPHANDLE, heavy duty                                     | piece    |                  |
| MOPHEAD, made of rayon                                    | piece    |                  |
| MOUSE, OPTICAL, USB connection type                       | unit     |                  |
| MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)             | unit     | *per order basis |
| NOTE PAD, stick on, 2" x 3", 100 sheets per pad           | pad      |                  |
| NOTE PAD, stick on, 3" x 3", 100 sheets per pad           | pad      |                  |
| NOTE PAD, stick on, 3" x 3", 100 sheets per pad           | pad      |                  |
| NOTE PAD, stick on, 3" x 4", 100 sheets per pad           | pad      |                  |
| PAPER TRIMMER/CUTTING MACHINE, table top                  | unit     |                  |
| PAPER, MULTICOPY LEGAL (70GSM)                            | ream     |                  |
| PAPER, MULTIPURPOSE A4, 500 sheets per ream (70 GSM)      | ream     |                  |
| PAPER, MULTIPURPOSE A4, 500 sheets per ream (70 GSM)      | ream     |                  |
| PAPER, parchment, 100 sheets per box                      | box      |                  |
| PENCIL, lead/graphite, with eraser, one (1) dozen per box | box      |                  |
| PHILIPPINE NATIONAL FLAG                                  | piece    |                  |
| PRINTER, Impact, Dot Matrix, 24 pins, 136 columns         | unit     | *per order basis |
| PRINTER, Impact, Dot Matrix, 9 pins, 80 columns           | unit     | *per order basis |
| PRINTER, Laser, Monochrome                                | unit     | *per order basis |
| PUNCHER, paper, heavy duty                                | piece    |                  |
| RAGS, all cotton, 1 kilo per bundle                       | bundle   |                  |
| RECORD BOOK, 300 PAGES                                    | book     |                  |
| RECORD BOOK, 500 PAGES                                    | book     |                  |
| RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black         | cart     | *per order basis |
| RIBBON CARTRIDGE, EPSON C13S015531 (S015086)              | cart     | *per order basis |
| RIBBON CARTRIDGE, EPSON C13S015632, Black                 | cart     | *per order basis |
| RING BINDER, plastic, 32 mm, 10 pieces per bundle         | bundle   |                  |
| RUBBER BAND No. 18  | box      |                  |
| SCISSORS, symmetrical or asymmetrical                     | pair     |                  |
| SCISSORS, symmetrical/asymmetrical                        | pair     |                  |
| SCOURING PAD, 5 pieces per pack                           | pack     |                  |
| SIGN PEN, Extra Fine Tip, Black                           | piece    |                  |
| SIGN PEN, Extra Fine Tip, Blue                            | piece    |                  |
| SIGN PEN, Red, liquid or gel                              | piece    |                  |
| STAMP PAD, felt   | piece    |                  |
| STAPLE WIRE, standard                                     | box      |                  |
| STUDENT RECORD JACKET                                     | piece    |                  |
| TAPE DISPENSER, table top                                 | piece    |                  |

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| TAPE, electrical                                      | roll |                  |
| TAPE, masking, 24mm                                   | roll |                  |
| TAPE, masking, 48 mm                                  | roll |                  |
| TAPE, packaging, 48mm                                 | roll |                  |
| TAPE, transparent, 24mm                               | roll |                  |
| TAPE, transparent, 48 mm                              | roll |                  |
| THERMAL PAPER, 216mm                                  | roll |                  |
| TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack   | pack |                  |
| TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000    | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-2025, Black               | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-2130, Black               | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-2150, Black               | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-3320, Black               | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-3350, Black               | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-3478, Black               | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-456 Black, High Yield     | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield      | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield   | cart | *per order basis |
| TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield    | cart | *per order basis |
| TONER CARTRIDGE, CANON CRG-324 II                     | cart | *per order basis |
| TONER CARTRIDGE, HP CB435A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CB540A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE255A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE278A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE285A (HP85A), Black             | cart | *per order basis |
| TONER CARTRIDGE, HP CE310A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE311A, Cyan                      | cart | *per order basis |
| TONER CARTRIDGE, HP CE312A, Yellow                    | cart | *per order basis |
| TONER CARTRIDGE, HP CE313A, Magenta                   | cart | *per order basis |
| TONER CARTRIDGE, HP CE320A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE321A, Cyan                      | cart | *per order basis |
| TONER CARTRIDGE, HP CE322A, Yellow                    | cart | *per order basis |
| TONER CARTRIDGE, HP CE323A, Magenta                   | cart | *per order basis |
| TONER CARTRIDGE, HP CE390A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE400A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE401A, Cyan                      | cart | *per order basis |
| TONER CARTRIDGE, HP CE402A, Yellow                    | cart | *per order basis |
| TONER CARTRIDGE, HP CE403A, Magenta                   | cart | *per order basis |
| TONER CARTRIDGE, HP CE410A, (HP305), Black            | cart | *per order basis |
| TONER CARTRIDGE, HP CE411A, (HP305), Cyan             | cart | *per order basis |
| TONER CARTRIDGE, HP CE412A, (HP305), Yellow           | cart | *per order basis |
| TONER CARTRIDGE, HP CE413A, (HP305), Magenta          | cart | *per order basis |
| TONER CARTRIDGE, HP CE505A, Black                     | cart | *per order basis |
| TONER CARTRIDGE, HP CE505X, Black, high cap           | cart | *per order basis |
| TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet    | cart | *per order basis |
| TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet    | cart | *per order basis |
| TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425    | cart | *per order basis |
| TONER CARTRIDGE, HP CF280XC                           | cart | *per order basis |
| TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet    | cart | *per order basis |
| TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black    | cart | *per order basis |
| TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L | cart | *per order basis |
| TONER CARTRIDGE, HP CF287A (HP87), Black              | cart | *per order basis |
| TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet   | cart | *per order basis |
| TONER CARTRIDGE, HP CF350A, Black Laserjet            | cart | *per order basis |
| TONER CARTRIDGE, HP CF351A, Cyan Laserjet             | cart | *per order basis |
| TONER CARTRIDGE, HP CF352A, Yellow Laserjet           | cart | *per order basis |
| TONER CARTRIDGE, HP CF353A, Magenta Laserjet          | cart | *per order basis |
| TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet   | cart | *per order basis |
| TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet    | cart | *per order basis |
| TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet  | cart | *per order basis |
| TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet | cart | *per order basis |
| TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet   | cart | *per order basis |
| TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet    | cart | *per order basis |

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| TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet       | cart  | *per order basis |
| TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet      | cart  | *per order basis |
| TONER CARTRIDGE, HP CF410A (HP410A), Black                 | cart  | *per order basis |
| TONER CARTRIDGE, HP CF410XC (HP410XC), Black               | cart  | *per order basis |
| TONER CARTRIDGE, HP CF411A (HP410A), Cyan                  | cart  | *per order basis |
| TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan                | cart  | *per order basis |
| TONER CARTRIDGE, HP CF412A (HP410A), Yellow                | cart  | *per order basis |
| TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow              | cart  | *per order basis |
| TONER CARTRIDGE, HP CF413A (HP410A), Magenta               | cart  | *per order basis |
| TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta             | cart  | *per order basis |
| TONER CARTRIDGE, HP Q2612A, Black                          | cart  | *per order basis |
| TONER CARTRIDGE, HP Q7553A, Black                          | cart  | *per order basis |
| TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack | pack  |                  |
| TWINE, plastic   | roll  |                  |
| WASTEBASKET, rigid plastic                                 | piece |                  |
| WRAPPING PAPER, kraft, 50 sheets per pack                  | pack  |                  |

*\*This posting is valid within fifteen (15) days upon the date of issuance; Items indicated above are currently not available at the UP Diliman SPMO Central Storeroom and may be procured at the Procurement Service, if available, otherwise, it may be procured through other sources in accordance with 2016 IRR of RA 9184.*

*\*per order basis - items that are not regularly procured by the SPMO-AIS but can be requested subject to its availability at the PS-DBM depot*

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

**SNAS as of March 6, 2024**