



## 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 STATEMENT OF NON-AVAILABILITY OF STOCKS

| As of May 12, 2020                          |           |                   |
|---|-----------|-------------------|
| ITEM/DESCRIPTION                            | UNIT      | AVAILABLE BALANCE |
| AIR FRESHENER, AEROSOL                      | bottle    | Not Available     |
| BATTERY, AA, DRY CELL, 2PCS/PACK            | pack      | Not Available     |
| BROOM, TAMBO                                | piece     | Not Available     |
| CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL    | piece     | Not Available     |
| CLIP BACKFOLD-19MM, 12 PCS./BOX             | box       | Not Available     |
| CLIP BACKFOLD-25MM, 12 PCS./BOX             | box       | Not Available     |
| CLIP BACKFOLD-32MM, 12 PCS./BOX             | box       | Not Available     |
| CLIP BACKFOLD-50MM, 12 PCS./BOX             | box       | Not Available     |
| CLEARBOOK, 20 TRANSPARENT POCKETS, LEGAL    | piece     | Not Available     |
| CORRECTION TAPE                             | piece     | Not Available     |
| CUTTER KNIFE, for general purpose           | piece     | Not Available     |
| DATA FOLDER, made of chipboard, taglia lock | piece     | Not Available     |
| DATA FILE BOX, made of chipboard            | piece     | Not Available     |
| DIGITAL VOICE RECORDER                      | piece     | Not Available     |
| DISINFECTANT SPRAY, AEROSOL TYPE            | can       | Not Available     |
| FILE ORGANIZER                              | piece     | Not Available     |
| FILE TAB DIVIDER, A4 SIZE                   | set       | Not Available     |
| FOLDER, WITH TAB, LEGAL SIZE                | piece     | Not Available     |
| ERASER, PLASTIC/RUBBER FOR PENCIL           | piece     | Not Available     |
| FORM-STUDENT RECORD JACKET                  | piece     | Not Available     |
| FURNITURE CLEANER, AEROSOL, 300ML           | can       | Not Available     |
| INSECTICIDE                                 | can       | Not Available     |
| INDEX TAB, SELF-ADHESIVE, TRANSPARENT       | box       | Not Available     |
| GLUE, ALL PURPOSE                           | bottle    | Not Available     |
| LIGHT BULB, LED, 7 WATTS                    | piece     | Not Available     |
| LINEAR TUBE, LED, FLUORESCENT, 18 WATTS     | piece     | Not Available     |
| NOTEPAD, STICK-ON, 2 X 3                    | pad       | Not Available     |
| NOTEPAD, STICK-ON, 3 X 4                    | pad       | Not Available     |
| PAPER, MULTI-PURPOSE, 70 GSM, LEGAL         | ream      | Not Available     |
| PEN PERMANENT MARKING-BLACK                 | piece     | Not Available     |
| PEN PERMANENT MARKING-BLUE                  | piece     | Not Available     |
| RUBBER BAND, #18                            | box       | Not Available     |
| PUNCHER, PAPER, 2 HOLES                     | piece     | Not Available     |
| SCISSORS                                    | pair      | Not Available     |
| SIGN PEN, BLACK                             | piece     | Not Available     |
| SIGN PEN, BLUE                              | piece     | Not Available     |
| SIGN PEN, RED                               | piece     | Not Available     |
| STAPLE REMOVER, PLIER TYPE                  | piece     | Not Available     |
| STAPLER, STANDARD TYPE                      | piece     | Not Available     |
| TAPE DISPENSER, TABLE TOP FOR 24MM          | pack      | Not Available     |
| TONER HP C9351AA (HP21)                     | cartridge | Not Available     |
| TONER HP C9352AA (HP22)                     | cartridge | Not Available     |
| TRASHBAG 10 PCS/ROLL                        | piece     | Not Available     |
| TWINE, PLASTIC                              | piece     | Not Available     |
| WASTEBASKET, PLASTIC, NON-RIGID             | piece     | Not Available     |

*\*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.*

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

SNAS as of May 12, 2020