



## 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 June 14, 2022

| ITEM/DESCRIPTION                           | UNIT      | AVAILABLE<br>BALANCE | UNIT COST |
|--|-----------|----------------------|-----------|
| ALCOHOL, ethyl, 1 Gallon                   | gallon    | 78                   | 330.55    |
| BATTERY, dry Cell, size D                  | pack      | 38                   | 96.20     |
| CALCULATOR, compact                        | unit      | 35                   | 266.24    |
| CARBON FILM, A4                            | box       | 6                    | 221.00    |
| CARTOLINA, assorted colors                 | pack      | 100                  | 83.72     |
| CHALK, white enamel                        | box       | 38                   | 32.97     |
| CORRECTION TAPE, 8m                        | piece     | 5                    | 11.53     |
| DOCUMENT CAMERA, 8 MP                      | unit      | 9                    | 23,623.60 |
| ELECTRIC FAN, industrial, ground type      | unit      | 25                   | 1,109.68  |
| ELECTRIC FAN, stand type                   | unit      | 76                   | 856.86    |
| ENVELOPE, expanding, kraft, legal          | box       | 15                   | 738.40    |
| ENVELOPE, expanding, plastic               | piece     | 34                   | 30.49     |
| ERASER, FELT, for blackboard/whiteboard    | piece     | 520                  | 11.41     |
| ERASER, plastic/rubber                     | piece     | 291                  | 4.47      |
| FACE SHIELD, direct splash protection      | piece     | 626                  | 45.00     |
| FLASH DRIVE, 16 GB                         | piece     | 135                  | 166.40    |
| FOLDER, L-type, legal                      | pack      | 100                  | 238.57    |
| FOLDER, with tab, A4                       | pack      | 2                    | 279.00    |
| FORM - CERTIFICATE OF SERVICE              | pad       | 576                  | 28.57     |
| FORM - DAILY TIME RECORD                   | pad       | 483                  | 32.63     |
| FORM - REIMBURSEMENT EXPENSE RECEIPT       | pad       | 325                  | 29.72     |
| FORM - SUPPLIES LEDGER CARD                | piece     | 1,740                | 3.15      |
| FURNITURE CLEANER, aerosol type            | can       | 149                  | 120.12    |
| HANDBOOK (RA 9184), 8th edition            | book      | 1                    | 37.21     |
| HEAD COVER, disposable                     | piece     | 1                    | 2.60      |
| INK, for stamp pad                         | bottle    | 27                   | 28.91     |
| KN95 FACE MASK                             | pack (10) | 79                   | 888.80    |
| MARKER, permanent, black, bullet type      | piece     | 45                   | 7.47      |
| MARKER, permanent, blue, bullet type       | piece     | 85                   | 7.47      |
| MARKER, permanent, red, bullet type        | piece     | 91                   | 7.47      |
| MULTIMEDIA PROJECTOR                       | unit      | 4                    | 16,588.00 |
| NOTEBOOK, stenographer                     | piece     | 73                   | 12.04     |
| PAD PAPER, ruled                           | pad       | 60                   | 21.53     |
| PAPER TRIMMER / CUTTING MACHINE, table top | unit      | 1                    | 9,297.60  |
| PAPER, MULTICOPY, A4, 80 gsm               | reams     | 1,339                | 136.66    |
| PROTECTIVE SAFETY GOGGLES                  | piece     | 3                    | 156.00    |
| RULER, plastic, 450mm                      | piece     | 43                   | 16.64     |
| SCISSORS, symmetrical                      | pair      | 187                  | 33.37     |
| SIGN PEN, red                              | piece     | 3                    | 22.20     |
| STAMP PAD, felt                            | piece     | 3                    | 39.92     |
| THERMAL SCANNER, Viewtech with Tripod      | piece     | 12                   | 4,990.00  |
| THERMOGUN                                  | piece     | 1                    | 2,532.40  |

|   |      |     |          |
|---|------|-----|----------|
| TOILET TISSUE PAPER, 2-ply, 100% recycled | pack | 164 | 86.32    |
| TONER CART, HP CE413A, (HP305), Magenta   | cart | 4   | 6,011.20 |
| TRASHBAG, plastic                         | roll | 381 | 144.04   |
| TWINE, plastic                            | roll | 218 | 66.62    |
| WRAPPING PAPER, kraft                     | pack | 37  | 161.20   |

**This posting is valid on June 14, 2022 ONLY.**

**\*List of available supplies as of June 14, 2022. Quantity of items varies throughout the day**

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

**\*\*\*Some items may not appear in your list in the CSE portal because of our implementation of the pilot testing for our CSE door-to-door logistics**