

**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 2, 2020			
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
BARCODE STICKER, TAMPER PROOF	piece	10,120	₱2.80
BATTERY, DRY CELL, D	pack	40	₱96.20
CALCULATOR	piece	34	₱346.85
CARTOLINA	pack	35	₱83.72
CHALK, 78MM	box	16	₱29.64
CUTTER BLADE, 10 PCS./TUBE	tube	180	₱14.82
DATING AND STAMPING MACHINE HD	piece	13	₱453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	₱1,109.68
ELECTRIC FAN, ORBIT	piece	10	₱1,369.68
ELECTRIC FAN, WALL	piece	2	₱674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,192	₱1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	1,587	₱1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	1,979	₱7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	162	₱30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	₱433.68
ERASER, FELT, BLACKBOARD	piece	121	₱10.30
EXTERNAL HARD DRIVE, 1TB	piece	113	₱2,650.83
FASTENER, PAPER	box	150	₱83.41
FILE TAB DIVIDER, LEGAL SIZE	set	10	₱14.23
FOLDER, L-TYPE, PLASTIC, FOR A4	pack	9	₱171.43
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	20	₱243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,620	₱9.53
FOLDER, WITH TAB, A4 SIZE	piece	1,480	₱2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	117	₱32.25
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	351	₱29.72
FURNITURE CLEANER, aerosol type, 300ml min per can	can	141	₱115.53
MAGAZINE FILE BOX LARGE	piece	24	₱41.60
MARKER, MARKER ,WHITEBOARD-BLUE	piece	171	₱13.38
MARKER, MARKER ,WHITEBOARD-RED	piece	477	₱13.38
MARKER, FLOURESCENT, 3 PCS/SET	set	145	₱46.68
MARKER, PERMANENT MARKING-RED	piece	458	₱8.98
MOPHEAD	piece	13	₱123.76
MOUSE, OPTICAL, USB	unit	29	₱111.30
NOTE PAD, STICK-ON, 3 X 3	pad	285	₱47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,126	₱12.04
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	207	₱17.14
PAPER CLIP, VINYL, 33MM (SMALL)	box	63	₱7.76
PAPER, COPY, 80 GSM, A4	ream	215	₱170.56
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	509	₱181.42
PAPER, MULTI-PURPOSE, A4, 70GSM	ream	31	₱133.12
PAPER, RULED PAD	pad	39	₱29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	61	₱98.05
PEN, MARKER , WHITEBOARD-BLACK	piece	24	₱13.38
PENCIL SHARPNER	piece	3	₱202.80
RULER, PLASTIC 18"	piece	270	₱17.68
STAMP PAD FELT	pad	25	₱34.95
STAMP PAD INK	bottle	82	₱31.52
STAPLE WIRE, STANDARD	box	825	₱22.55
STAPLER, BINDER TYPE	piece	19	₱914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	130	₱64.20
TAPE, MASKING, 24MM	piece	133	₱54.60
TAPE, MASKING, 48MM	piece	14	₱106.60
TAPE, PACKAGING, 2"	piece	500	₱19.97
TAPE, TRANSPARENT, 48MM	pack	52	₱19.97
TONER CE411A	cart	3	₱6,011.20
TONER CE412A	cart	1	₱6,011.20
TONER CE413A	cart	1	₱6,011.20
TONER CF400A	cart	13	₱3,429.78
TONER CF401A	cart	11	₱4,043.83
TONER CF402A	cart	11	₱4,043.83
TONER CF403A	cart	10	₱4,043.83
TONER CF411A	cart	2	₱5,616.00
TONER CF412A	cart	2	₱5,616.00
TONER CF413A	cart	2	₱5,616.00
TONER Q2612A	cart	8	₱3,900.00
WRAPPING PAPER, KRAFT, 65 GSM	pack	20	₱154.84

**COVID-19 Response Items**

ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	980	₱43.58
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	136	₱457.60
SURGICAL MASK	piece	57,300	₱22.88

\*This posting is valid on June 2, 2020 ONLY.

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