

**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 23, 2020			
ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	221	P90.22
BARCODE STICKER, TAMPER PROOF	piece	9,120	P2.80
BATTERY, DRY CELL, D	pack	40	P96.20
CALCULATOR	piece	34	P346.85
CARTOLINA	pack	35	P83.72
CHALK, 78MM	box	14	P29.64
CUTTER BLADE, 10 PCS./TUBE	tube	179	P14.82
DATING AND STAMPING MACHINE HD	piece	13	P453.96
ELECTRIC FAN, INDUSTRIAL	piece	8	P1,109.68
ELECTRIC FAN, ORBIT	piece	10	P1,369.68
ELECTRIC FAN, WALL	piece	2	P674.96
ENVELOPE, DOCUMENTARY, A4	piece	5,092	P1.35
ENVELOPE, DOCUMENTARY, LEGAL	piece	987	P1.86
ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	piece	1,779	P7.39
ENVELOPE, EXPANDING, PLASTIC, LEGAL SIZE	piece	162	P30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	P433.68
ERASER, FELT, BLACKBOARD	piece	53	P10.30
EXTERNAL HARD DRIVE, 1TB	piece	107	P2,650.83
FASTENER, PAPER	box	147	P83.41
FILE TAB DIVIDER, LEGAL SIZE	set	9	P14.23
FOLDER, L-TYPE, PLASTIC, FOR LEGAL SIZE	pack	10	P243.24
FOLDER, PRESSBOARD, PLAIN, LEGAL SIZE	piece	2,620	P9.53
FOLDER, WITH TAB, A4 SIZE	piece	1,380	P2.79
FORM - CERTIFICATE OF SERVICE FORM	pad	91	P28.57
FORM - DAILY TIME RECORD	pad	117	P32.25
FORM - SUPPLIES LEDGER CARD	piece	3,380	P3.15
FORM -REIMBURSEMENT EXPENSE RECEIPT	pad	351	P29.72
FURNITURE CLEANER, aerosol type, 300ml min per can	can	108	P115.53
MAGAZINE FILE BOX LARGE	piece	24	P41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	144	P46.68
MARKER, PERMANENT, bullet type, red	piece	440	P8.98
MARKER, whiteboard, black, felt tip, bullet type	piece	10	P13.38
MARKER, whiteboard, blue, felt tip, bullet type	piece	160	P13.38
MARKER, whiteboard, red, felt tip, bullet type	piece	468	P13.38
MOPHEAD	piece	3	P123.76
MOUSE, OPTICAL, USB	unit	22	P111.30
NOTE PAD, STICK-ON, 3 X 3	pad	260	P47.73
NOTEBOOK, STENOGRAPHER, 40 LEAVES	piece	1,101	P12.04
PAPER CLIP, PAPER, VINYL, 50MM (BIG)	box	166	P17.14
PAPER CLIP, VINYL, 33MM (SMALL)	box	13	P7.76
PAPER, MULTICOPY, LEGAL, 80 GSM	ream	493	P181.42
PAPER, RULED PAD	pad	35	P29.12
PARCHMENT PAPER, 80GSM, 210 X 297MM	ream	59	P98.05
PENCIL SHARPNER	piece	3	P202.80
RULER, PLASTIC 18"	piece	269	P17.68
STAMP PAD FELT	pad	12	P34.95
STAMP PAD INK	bottle	69	P31.52
STAPLE WIRE, STANDARD	box	797	P22.55
STAPLER, BINDER TYPE	piece	19	P914.16
TAPE DISPENSER, TABLE TOP FOR 24MM	piece	130	P64.20
TAPE, MASKING, 24MM	piece	123	P54.60
TAPE, PACKAGING, 2"	piece	492	P19.97
TAPE, TRANSPARENT, 48MM	pack	42	P19.97
TONER CART, HP CE411A, (HP305), Cyan	cart	1	P6,011.20
TONER CART, HP CF400A (HP201A) Black LaserJet	cart	13	P3,429.78
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	11	P4,043.83
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	11	P4,043.83
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	10	P4,043.83
TONER CART, HP CF412A (HP410A) yellow	cart	1	P5,616.00
TONER CART, HP CF413A (HP410A) magenta	cart	1	P1.00
TONER CART, HP Q2612A, Black	cart	8	P3,900.00
WRAPPING PAPER, KRAFT, 65 GSM	pack	15	P154.84

**COVID-19 Response Items**

ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	62	P457.60
SURGICAL MASK	piece	47,309	P22.88

\*This posting is valid on June 23, 2020 ONLY.

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