

**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 8, 2020                                 |        |                   |           |
|--|--------|-------------------|-----------|
| ITEM/DESCRIPTION                                   | UNIT   | AVAILABLE BALANCE | UNIT COST |
| AIR FRESHENER, aerosol, 280ml/150g min             | can    | 230               | P90.22    |
| BARCODE STICKER, TAMPER PROOF                      | piece  | 10,120            | P2.80     |
| BATTERY, DRY CELL, D                               | pack   | 40                | P96.20    |
| CALCULATOR   | piece  | 34                | P346.85   |
| CARTOLINA  | pack   | 35                | P83.72    |
| CHALK, 78MM  | box    | 16                | P29.64    |
| CUTTER BLADE, 10 PCS./TUBE                         | tube   | 180               | 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  | 5,192             | P1.35     |
| ENVELOPE, DOCUMENTARY, LEGAL                       | piece  | 1,587             | P1.86     |
| ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE             | piece  | 1,979             | 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    | 150               | P83.41    |
| FILE TAB DIVIDER, LEGAL SIZE                       | set    | 10                | 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  | 1,480             | 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    | 111               | P115.53   |
| MAGAZINE FILE BOX LARGE                            | piece  | 24                | P41.60    |
| MARKER, MARKER ,WHITEBOARD-BLUE                    | piece  | 168               | P13.38    |
| MARKER, MARKER ,WHITEBOARD-RED                     | piece  | 477               | P13.38    |
| MARKER, FLOURESCENT, 3 PCS/SET                     | set    | 145               | P46.68    |
| MARKER, PERMANENT MARKING-RED                      | piece  | 445               | P8.98     |
| MOPHEAD  | piece  | 3                 | P123.76   |
| MOUSE, OPTICAL, USB                                | unit   | 23                | P111.30   |
| NOTE PAD, STICK-ON, 3 X 3                          | pad    | 264               | P47.73    |
| NOTEBOOK, STENOGRAPHER, 40 LEAVES                  | piece  | 1,108             | P12.04    |
| PAPER CLIP, PAPER, VINYL, 50MM (BIG)               | box    | 183               | P17.14    |
| PAPER CLIP, VINYL, 33MM (SMALL)                    | box    | 33                | P7.76     |
| PAPER, MULTICOPY, LEGAL, 80 GSM                    | ream   | 509               | P181.42   |
| PAPER, MULTI-PURPOSE, A4, 70GSM                    | ream   | 16                | P133.12   |
| PAPER, RULED PAD                                   | pad    | 39                | P29.12    |
| PARCHMENT PAPER, 80GSM, 210 X 297MM                | ream   | 60                | P98.05    |
| PEN, MARKER ,WHITEBOARD-BLACK                      | piece  | 18                | P13.38    |
| PENCIL SHARPNER                                    | piece  | 3                 | P202.80   |
| RULER, PLASTIC 18"                                 | piece  | 270               | P17.68    |
| STAMP PAD FELT                                     | pad    | 12                | P34.95    |
| STAMP PAD INK                                      | bottle | 69                | P31.52    |
| STAPLE WIRE, STANDARD                              | box    | 824               | P22.55    |
| STAPLER, BINDER TYPE                               | piece  | 19                | P914.16   |
| TAPE DISPENSER, TABLE TOP FOR 24MM                 | piece  | 130               | P64.20    |
| TAPE, MASKING, 24MM                                | piece  | 126               | P54.60    |
| TAPE, PACKAGING, 2"                                | piece  | 494               | P19.97    |
| TAPE, TRANSPARENT, 48MM                            | pack   | 42                | P19.97    |
| TONER CE411A                                       | cart   | 1                 | P6,011.20 |
| TONER CF400A                                       | cart   | 13                | P3,429.78 |
| TONER CF401A                                       | cart   | 11                | P4,043.83 |
| TONER CF402A                                       | cart   | 11                | P4,043.83 |
| TONER CF403A                                       | cart   | 10                | P4,043.83 |
| TONER CF412A                                       | cart   | 2                 | P5,616.00 |
| TONER CF413A                                       | cart   | 2                 | P5,616.00 |
| TONER Q2612A                                       | cart   | 8                 | P3,900.00 |
| WRAPPING PAPER, KRAFT, 65 GSM                      | pack   | 20                | P154.84   |

**COVID-19 Response Items**

|  |        |        |         |
|--|--------|--------|---------|
| ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml) | bottle | 86     | P43.58  |
| ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters | gallon | 115    | P457.60 |
| SURGICAL MASK                                  | piece  | 51,486 | P22.88  |

\*This posting is valid on June 8, 2020 ONLY.

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