



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 9, 2022

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
ALCOHOL, ethyl, 1 Gallon	gallon	91	330.55
BATTERY, dry Cell, size D	pack	40	96.20
CALCULATOR, compact	unit	41	266.24
CARBON FILM, A4	box	8	221.00
CARTOLINA, assorted colors	pack	100	83.72
CHALK, white enamel	box	38	32.97
DOCUMENT CAMERA, 8 MP	unit	9	23,623.60
ELECTRIC FAN, industrial, ground type	unit	27	1,109.68
ELECTRIC FAN, stand type	unit	91	856.86
ENVELOPE, expanding, kraft, legal	box	25	738.40
ENVELOPE, expanding, plastic	piece	40	30.49
ERASER, FELT, for blackboard/whiteboard	piece	524	11.41
ERASER, plastic/rubber	piece	296	4.47
FACE SHIELD, direct splash protection	piece	626	45.00
FILE ORGANIZER, expanding, plastic	piece	10	85.20
FLASH DRIVE, 16 GB	piece	150	166.40
FOLDER, L-type, legal	pack	109	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	155	120.12
HANDBOOK (RA 9184), 8th edition	book	2	37.21
HEAD COVER, disposable	piece	1	2.60
INK, for stamp pad	bottle	32	28.91
KN95 FACE MASK	pack (10)	79	888.80
MARKER, permanent, black, bullet type	piece	100	7.47
MARKER, permanent, blue, bullet type	piece	100	7.47
MARKER, permanent, red, bullet type	piece	100	7.47
MULTIMEDIA PROJECTOR	unit	4	16,588.00
NOTEBOOK, stenographer	piece	88	12.04
PAD PAPER, ruled	pad	120	21.53
PAPER TRIMMER / CUTTING MACHINE, table top	unit	1	9,297.60
PAPER, MULTICOPY, A4, 80 gsm	reams	1,824	136.66
PAPER, MULTICOPY, Legal, 80gsm	reams	185	189.12
PROTECTIVE SAFETY GOGGLES	piece	3	156.00
RULER, plastic, 450mm	piece	49	16.64
SCISSORS, symmetrical	pair	194	33.37
SIGN PEN, black	piece	150	22.20
SIGN PEN, blue	piece	100	22.20
SIGN PEN, red	piece	156	22.20

STAMP PAD, felt	piece	8	39.92
TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	250	86.32
TONER CART, HP CE410A, (HP305), Black	cart	2	3,837.60
TRASHBAG, plastic	roll	398	144.04
TWINE, plastic	roll	221	66.62
WRAPPING PAPER, kraft	pack	39	161.20

This posting is valid on June 9, 2022 ONLY.

***List of available supplies as of June 9, 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**