



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 July 9, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	191	₱90.22
ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	2	₱457.60
BARCODE STICKER	piece	9,090	₱2.80
BATTERY, dry cell, D, 1.5 volts, alkaline	pack	35	₱96.20
CALCULATOR, compact, 12 digits	unit	34	₱346.85
CHALK, molded, white, dustless, length: 78mm min	box	14	29.64
CUTTER BLADE, for heavy duty cutter	tube	177	₱14.82
DATING AND STAMPING MACHINE, heavy duty	piece	12	₱453.96
ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	8	₱1,109.68
ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	10	₱1,369.68
ELECTRIC FAN, WALL type, plastic blade	unit	2	₱674.96
ENVELOPE, DOCUMENTARY, for A4 size document	piece	3,592	₱1.35
ENVELOPE, DOCUMENTARY, for legal size document	piece	487	₱1.86
ENVELOPE, EXPANDING, KRAFTBOARD, for legal size document	piece	969	₱7.39
ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	2	₱30.49
ENVELOPE, MAILING WHITE, WITH WINDOW	box	5	₱433.68
ERASER, FELT, for blackboard/whiteboard	piece	31	₱10.30
EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	99	₱2,650.83
FASTENER, METAL, 70mm between prongs	box	81	₱83.41
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	2,510	₱9.53
FOLDER, TAGBOARD, for A4 size documents	piece	780	₱2.79
FORM - CERTIFICATE OF SERVICE	pad	91	₱28.57
FORM - DAILY TIME RECORD	pad	117	₱32.25
FORM - REIMBURSEMENT EXPENSE RECEIPT	pad	351	₱29.72
FORM - SUPPLIES LEDGER CARD	piece	3,380	₱3.15
FURNITURE CLEANER, aerosol type, 300ml min per can	can	99	₱115.53
MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	19	₱41.60
MARKER, FLUORESCENT, 3 assorted colors per set	set	98	₱46.68
MARKER, PERMANENT, bullet type, red	piece	377	₱8.98
MARKER, whiteboard, red, felt tip, bullet type	piece	377	₱13.38
MOPHEAD, made of rayon, weight: 400 grams min	piece	3	₱123.76
MOUSE, optical, USB connection type	unit	22	₱111.30
NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	95	₱47.73

NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	1,060	₱12.04
PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	54	₱17.14
PAPER, MULTICOPY, 80gsm, size: Legal	ream	488	₱181.42
PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	13	₱29.12
PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	47	₱98.05
PENCIL SHARPENER, manual, single cutter head	piece	1	₱202.80
RULER, plastic, 450mm (18"), width: 38mm min	piece	256	₱17.68
STAMP PAD INK, purple or violet	bottle	56	₱31.52
STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	7	₱34.95
STAPLE WIRE, STANDARD, (26/6)	box	678	₱22.55
STAPLER, BINDER TYPE, heavy duty, desktop	unit	17	₱914.16
SURGICAL MASK	piece	41,989	₱22.88
TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	119	₱64.20
TAPE, MASKING, width: 24mm (±1mm)	roll	19	₱54.60
TAPE, PACKAGING, width: 48mm (±1mm)	piece	438	₱19.97
THERMOGUN, NON CONTACT LASER	piece	17	₱3,068.00
TONER CART, HP CF400A (HP201A) Black LaserJet	cart	10	₱3,429.78
TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart	8	₱4,043.83
TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart	5	₱4,043.83
TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart	10	₱4,043.83
TONER CART, HP Q2612A, Black	cart	5	₱3,900.00
WRAPPING PAPER, kraft, 65gsm (-5%)	pack	15	₱154.84

*This posting is valid on July 9, 2020 ONLY.

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