



# 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 10, 2020

ITEM/DESCRIPTION	UNIT	AVAILABLE BALANCE	UNIT COST
AIR FRESHENER, aerosol, 280ml/150g min	can	622	₱90.22
BARCODE STICKER	piece	8,991	₱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
DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	380	
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	92	₱2,650.83
FACE SHIELD (Direct splash protection)	piece	280	₱124.80
FASTENER, METAL, 70mm between prongs	box	81	₱83.41
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	piece	2,410	₱9.53
FOLDER, TAGBOARD, for A4 size documents	piece	530	₱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	98	₱115.53
GOGGLES	piece	280	₱156.00
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

<b>MOUSE, optical, USB connection type</b>	unit	<b>22</b>	<b>₱111.30</b>
<b>NOTE PAD, stick on, 76mm x 76mm (3" x 3") min</b>	pad	<b>95</b>	<b>₱47.73</b>
<b>NOTEBOOK, STENOGRAPHER, spiral, 40 leaves</b>	piece	<b>1,057</b>	<b>₱12.04</b>
<b>PAPER CLIP, vinyl/plastic coat, length: 48mm min</b>	box	<b>52</b>	<b>₱17.14</b>
<b>PAPER, MULTICOPY, 80gsm, size: Legal</b>	ream	<b>478</b>	<b>₱181.42</b>
<b>PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)</b>	pad	<b>13</b>	<b>₱29.12</b>
<b>PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose</b>	ream	<b>47</b>	<b>₱98.05</b>
<b>PENCIL SHARPENER, manual, single cutter head</b>	piece	<b>1</b>	<b>₱202.80</b>
<b>RULER, plastic, 450mm (18"), width: 38mm min</b>	piece	<b>256</b>	<b>₱17.68</b>
<b>STAMP PAD INK, purple or violet</b>	bottle	<b>56</b>	<b>₱31.52</b>
<b>STAMP PAD, FELT, bed dimension: 60mm x 100mm min</b>	piece	<b>4</b>	<b>₱34.95</b>
<b>STAPLE WIRE, STANDARD, (26/6)</b>	box	<b>628</b>	<b>₱22.55</b>
<b>STAPLER, BINDER TYPE, heavy duty, desktop</b>	unit	<b>17</b>	<b>₱914.16</b>
<b>SURGICAL MASK</b>	piece	<b>38,781</b>	<b>₱22.88</b>
<b>TAPE DISPENSER, TABLE TOP, for 24mm width tape</b>	piece	<b>116</b>	<b>₱64.20</b>
<b>TAPE, MASKING, width: 24mm (±1mm)</b>	roll	<b>7</b>	<b>₱54.60</b>
<b>TAPE, PACKAGING, width: 48mm (±1mm)</b>	piece	<b>438</b>	<b>₱19.97</b>
<b>THERMOGUN, NON CONTACT LASER</b>	piece	<b>14</b>	<b>₱3,068.00</b>
<b>TONER CART, HP CF400A (HP201A) Black LaserJet</b>	cart	<b>10</b>	<b>₱3,429.78</b>
<b>TONER CART, HP CF401A (HP201A) Cyan LaserJet</b>	cart	<b>8</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF402A (HP201A) Yellow LaserJet</b>	cart	<b>5</b>	<b>₱4,043.83</b>
<b>TONER CART, HP CF403A (HP201A) Magenta LaserJet</b>	cart	<b>10</b>	<b>₱4,043.83</b>
<b>TONER CART, HP Q2612A, Black</b>	cart	<b>5</b>	<b>₱3,900.00</b>
<b>WRAPPING PAPER, kraft, 65gsm (-5%)</b>	pack	<b>15</b>	<b>₱154.84</b>

\*This posting is valid on July 10, 2020 ONLY.

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