



**SUPPLY AND PROPERTY MANAGEMENT OFFICE**

Lakandula St., at the back of Abert Hall, U.P. Diliman, Quezon City  
Tel. Nos 8981-8500 loc. 4576 to 77, 4580 to 4582, 4589

**UPD SPMO CENTRAL STOREROOM  
STATEMENT OF NON-AVAILABILITY OF STOCKS**

As of June 20, 2024

ITEM/DESCRIPTION	UNIT	REMARKS
ACETATE, 50 meters	roll	
ALCOHOL, Ethyl, 500 mL	bottle	
ALCOHOL, Ethyl, 1 Gallon	gallon	
BATTERY, dry cell, size AA	pack	
BATTERY, dry cell, size AAA	pack	
BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	
BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	
BROOM, Soft (Walis Tambo)	piece	
BROOM, Stick (Walis Ting-ting)	piece	
CARBON FILM, A4, 100 sheets per box	box	
CARBON FILM, Legal, 100 sheets per box	box	
CHALK, white enamel, 100 pieces per box	box	
CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	
CLEANSER, Scouring Powder, 350g	can	
CLEARBOOK, 20 transparent pockets, legal	piece	
CLIP, backfold, 19mm	box	
CLIP, backfold, 25mm	box	
CLIP, backfold, 50mm	box	
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	box	
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	
COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	
COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	
CORRECTION TAPE	piece	
CUTTER/UTILITY KNIFE, for general purpose	piece	
DATA FILE BOX	piece	
DATA FOLDER	piece	
DATING AND STAMPING MACHINE	piece	
DESKTOP, for Basic Users	unit	*per order basis
DESKTOP, for Mid-Range Users	unit	*per order basis
DETERGENT BAR, 140g as packed	piece	
DETERGENT POWDER, all purpose, 1kg	pouch	
DIGITAL VOICE RECORDER	unit	*per order basis
DISINFECTANT SPRAY, Aerosol type, 400g	can	
DOCUMENT CAMERA, 8 MP	unit	
DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	*per order basis
DUST PAN, rigid non-breakable plastic	piece	
ELECTRIC FAN, stand type	unit	
ELECTRIC FAN, wall mount	unit	
ENVELOPE, Documentary, A4	box	
ENVELOPE, Documentary, legal,	box	
ENVELOPE, Expanding, Kraft	box	
ENVELOPE, Expanding, Plastic	piece	
ENVELOPE, Mailing, 500 pieces per box	box	
ENVELOPE, Mailing, with window	box	
ERASER, felt, for blackboard/whiteboard	piece	
EXTERNAL HARD DRIVE	unit	

FACE MASK, 3 ply, fifty (50) pieces per box	box	
FASTENER	box	
FILE TAB/INDEX DIVIDER, bristol board, A4	set	
FILE TAB/INDEX DIVIDER, bristol board, legal	set	
FIRE EXTINGUISHER, dry chemical	unit	*per order basis
FIRE EXTINGUISHER, pure HCFC	unit	*per order basis
FLASH DRIVE	piece	
FLOOR WAX, paste type, red, 2kg	can	
FOLDER with tab, A4	pack	
FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	
FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	
FOLDER, pressboard	pack	
GLOVES, Latex	None	
GLUE, all-purpose	jar	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	
INK CARTRIDGE, BROTHER LC67B, Black	cart	*per order basis
INK CARTRIDGE, BROTHER LC67HYBK, Black	cart	*per order basis
INK CARTRIDGE, CANON CL-741, Colored	cart	*per order basis
INK CARTRIDGE, CANON CL-811, Colored	cart	*per order basis
INK CARTRIDGE, CANON PG-740, Black	cart	*per order basis
INK CARTRIDGE, CANON PG-810, Black	cart	*per order basis
INK CARTRIDGE, CL-47 CANON PIXMA (Colored)	cart	*per order basis
INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	*per order basis
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	*per order basis
INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	*per order basis
INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	*per order basis
INK CARTRIDGE, HP C2P04AA (HP62), Black	cart	*per order basis
INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	*per order basis
INK CARTRIDGE, HP C9351AA (HP21), Black	cart	*per order basis
INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	*per order basis
INK CARTRIDGE, HP CC640WA (HP60), Black	cart	*per order basis
INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	*per order basis
INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	*per order basis
INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	*per order basis
INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	*per order basis
INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	*per order basis
INK CARTRIDGE, HP CH561WA (HP61), Black	cart	*per order basis
INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	*per order basis
INK CARTRIDGE, HP CH565A (HP82), Black	cart	*per order basis
INK CARTRIDGE, HP CH566A (HP82), Cyan	cart	*per order basis
INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	*per order basis
INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	*per order basis
INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	*per order basis
INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	*per order basis
INK CARTRIDGE, HP CN692AA (HP704), Black	cart	*per order basis
INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	*per order basis
INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	*per order basis
INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	*per order basis
INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	*per order basis
INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	*per order basis
INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	*per order basis
INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	*per order basis
INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	*per order basis
INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	*per order basis
INK CARTRIDGE, HP LOS51AA (HP955), Cyan Original	cart	*per order basis
INK CARTRIDGE, HP LOS54AA (HP955), Magenta Original	cart	*per order basis
INK CARTRIDGE, HP LOS57AA (HP955), Yellow Original	cart	*per order basis
INK CARTRIDGE, HP LOS60AA (HP955), Black Original	cart	*per order basis
INK CARTRIDGE, HP LOS63AA (HP955XL), Cyan Original	cart	*per order basis

INK CARTRIDGE, HP LOS66AA (HP955XL), Magenta	cart	*per order basis
INK CARTRIDGE, HP LOS69AA (HP955XL), Yellow	cart	*per order basis
INK CARTRIDGE, HP LOS72AA (HP955XL), Black Original	cart	*per order basis
INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	*per order basis
INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	*per order basis
INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	*per order basis
INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	*per order basis
INK CARTRIDGE, HP680 (Black)	cart	*per order basis
INK CARTRIDGE, HP680 (Tri-colored)	cart	*per order basis
INK CARTRIDGE, PG-47 CANON PIXMA (Black)	cart	*per order basis
INSECTICIDE, 600mL	can	
KN95 MASK	10s/pack	
LAPTOP, for Mid-range Users	unit	*per order basis
LAPTOP, Lightweight	unit	*per order basis
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	*per order basis
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	*per order basis
LIQUID HAND SOAP, 500mL	bottle	
LOOSELEAF COVER, 50 sets per bundle	bundle	
MAGAZINE FILE BOX, Large	piece	
MARKER, Fluorescent	set	
MARKER, Permanent, Black	piece	
MARKER, Permanent, Blue	piece	
MARKER, Permanent, Red	piece	
MONOBLOC TABLE, beige, 4 seater capacity	unit	*per order basis
MONOBLOC TABLE, white, 4 seater capacity	unit	*per order basis
MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	
MOPHANDLE, heavy duty	piece	
MOPHEAD, made of rayon	piece	
MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	*per order basis
NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	
NOTE PAD, stick on, 3" x 3", 100 sheets per pad		
NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	
PAD PAPER, ruled	pad	
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	
PAPER TRIMMER/CUTTING MACHINE, table top	unit	
PAPER, MULTICOPY A4 (80GSM)	ream	
PAPER, MULTICOPY LEGAL (70GSM)	ream	
PAPER, MULTICOPY, legal size, 80 gsm	ream	
PAPER, MULTIPURPOSE A4, 500 sheets per ream (70 GSM)	ream	
PAPER, MULTIPURPOSE A4, 500 sheets per ream (70 GSM)	ream	
PAPER, parchment	box	
PHILIPPINE NATIONAL FLAG	piece	
PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	*per order basis
PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	*per order basis
PRINTER, Laser, Monochrome	unit	*per order basis
RAGS, all cotton, 1 kilo per bundle	bundle	
RECORD BOOK, 300 PAGES	book	
RECORD BOOK, 500 PAGES	book	
RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	*per order basis
RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	*per order basis
RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	*per order basis
RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	
RUBBER BAND No. 18	box	
SCISSORS, symmetrical/asymmetrical	pair	
SCOURING PAD, 5 pieces per pack	pack	
SIGN PEN, Extra Fine Tip, Black	piece	
SIGN PEN, Extra Fine Tip, Blue		
SIGN PEN, Extra Fine Tip, Red	piece	
STAMP PAD, felt	piece	

STAPLE WIRE, standard	box	
STAPLER, heavy duty (binder) (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	
STAPLER, standard type	piece	
TAPE DISPENSER, table top	piece	
TAPE, electrical	roll	
TAPE, masking, 24mm	roll	
TAPE, masking, 48 mm	roll	
TAPE, transparent, 48 mm	roll	
THERMAL PAPER, 216mm	roll	
TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	
TOILET TISSUE PAPER, 2 ply	pack	
TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-2025, Black	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-2130, Black	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-2150, Black	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-3320, Black	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-3350, Black	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-3478, Black	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	*per order basis
TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	*per order basis
TONER CARTRIDGE, CANON CRG-324 II	cart	*per order basis
TONER CARTRIDGE, HP CB435A, Black	cart	*per order basis
TONER CARTRIDGE, HP CB540A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE255A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE278A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	*per order basis
TONER CARTRIDGE, HP CE310A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE311A, Cyan	cart	*per order basis
TONER CARTRIDGE, HP CE312A, Yellow	cart	*per order basis
TONER CARTRIDGE, HP CE313A, Magenta	cart	*per order basis
TONER CARTRIDGE, HP CE320A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE321A, Cyan	cart	*per order basis
TONER CARTRIDGE, HP CE322A, Yellow	cart	*per order basis
TONER CARTRIDGE, HP CE323A, Magenta	cart	*per order basis
TONER CARTRIDGE, HP CE390A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE400A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE401A, Cyan	cart	*per order basis
TONER CARTRIDGE, HP CE402A, Yellow	cart	*per order basis
TONER CARTRIDGE, HP CE403A, Magenta	cart	*per order basis
TONER CARTRIDGE, HP CE410A, (HP305), Black	cart	*per order basis
TONER CARTRIDGE, HP CE411A, (HP305), Cyan	cart	*per order basis
TONER CARTRIDGE, HP CE412A, (HP305), Yellow	cart	*per order basis
TONER CARTRIDGE, HP CE413A, (HP305), Magenta	cart	*per order basis
TONER CARTRIDGE, HP CE505A, Black	cart	*per order basis
TONER CARTRIDGE, HP CE505X, Black, high cap	cart	*per order basis
TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	*per order basis
TONER CARTRIDGE, HP CF280XC	cart	*per order basis
TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	*per order basis
TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	cart	*per order basis
TONER CARTRIDGE, HP CF287A (HP87), Black	cart	*per order basis
TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF350A, Black Laserjet	cart	*per order basis

TONER CARTRIDGE, HP CF351A, Cyan Laserjet	cart	*per order basis
TONER CARTRIDGE, HP CF352A, Yellow Laserjet	cart	*per order basis
TONER CARTRIDGE, HP CF353A, Magenta Laserjet	cart	*per order basis
TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	*per order basis
TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	*per order basis
TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	*per order basis
TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	*per order basis
TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	*per order basis
TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	*per order basis
TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	*per order basis
TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	*per order basis
TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	*per order basis
TONER CARTRIDGE, HP Q2612A, Black	cart	*per order basis
TONER CARTRIDGE, HP Q7553A, Black	cart	*per order basis
TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	
TWINE, plastic	roll	
WRAPPING PAPER, kraft, 50 sheets per pack	pack	

**\*This posting is valid within fifteen (15) days upon the date of issuance; Items indicated above are currently not available at the UP Diliman SPMO Central Storeroom and may be procured at the Procurement Service, if available, otherwise, it may be procured through other sources in accordance with 2016 IRR of RA 9184.**

**\*per order basis** - items that are not regularly procured by the SPMO-AIS but can be requested subject to its availability at the PS-DBM depot

*This is a computer-generated document and it does not require signature.*

**SNAS as of June 20, 2024**