



# 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 July 01, 2025

ITEM/DESCRIPTION	UNIT	REMARKS
ACETATE	roll	
AIR CONDITIONING UNIT	unit	
AIR FRESHENER	can	
AIRLINE TICKETS (DOMESTIC)	ticket	
AIRLINE TICKETS (INTERNATIONAL)	ticket	
ALCOHOL, Ethyl, 1 Gallon	gallon	
ALCOHOL, Ethyl, 500 mL	bottle	
ALL-TERRAIN VEHICLE (ATV)	unit	
AMPLIFIER	unit	
ASSEMBLED OWNER-TYPE JEEP	unit	
ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	
AUTOMOTIVE BATTERIES	piece	
BALLPEN	piece	
BATTERY, dry cell, size AA	pack	
BATTERY, dry cell, size AAA	pack	
BINDING AND PUNCHING MACHINE	unit	*per order basis
BINDING RING/COMB, plastic, 32 mm	bundle	*per order basis
BLADE, for general purpose cutter/utility knife	tube	
BLEACHING SOLUTION	bottle	
BOND PAPER	ream	
BROOM (Walis Tambo)	piece	
BROOM (Walis Ting-ting)	piece	
BUS	unit	
Business function specific software	license	
CALCULATOR, Compact	unit	
CAR (Sedan or Hatchback)	unit	
CARBON FILM, Legal size	box	
CARTOLINA, assorted colors	pack	
CERTIFICATE FRAME	piece	
CERTIFICATE HOLDER	piece	
CHALK, white enamel	box	
CLEANER, Toilet Bowl and Urinal	bottle	
CLEANSER, Scouring Powder	plastic container	
CLEARBOOK, A4 size	piece	
CLEARBOOK, Legal size	piece	
CLIP, backfold, 19mm	box	
CLIP, backfold, 25mm	box	
CLIP, backfold, 32mm	box	
CLIP, backfold, 50mm	box	
COLORED PAPER	pack	
COMPACT DISC	piece	
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	
Computer game or entertainment software	license	
COMPUTER MOUSE, Wireless	unit	
Content authoring and editing software	license	



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ITEM/DESCRIPTION	UNIT	REMARKS
Content management software	license	
CORRECTION TAPE	piece	
CUTTER/UTILITY KNIFE, for general purpose	piece	
DATA FILE BOX	piece	
DATA FOLDER	piece	
Data management and query software	license	
DATER STAMP	piece	
DEODORANT CAKE	piece	
DESKTOP, for Basic Users	unit	*not available until further notice as per PS-DBM
DESKTOP, for Mid-Range Users	unit	*not available until further notice as per PS-DBM
DETERGENT BAR	piece	
DETERGENT POWDER, all purpose	pouch	
Development software	license	
DIGITAL VOICE RECORDER	unit	*per order basis
DISHWASHING LIQUID	bottle	
DISINFECTANT SPRAY	can	
DISPOSABLE GLOVES	box	
DOCUMENT CAMERA	unit	*per order basis
DOCUMENT SCANNER	unit	*per order basis
DOOR MAT	piece	
DOUBLE SIDED TAPE	roll	
DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	*per order basis
DSLR CAMERA	unit	
DUST PAN	piece	
Educational or reference software	license	
ELECTRIC FAN, ceiling mount, orbit type	unit	
ELECTRIC FAN, industrial, ground type	unit	
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	box	
ENVELOPE, Mailing	box	
ENVELOPE, Mailing, with window	box	
ERASER, felt, for blackboard/whiteboard	piece	
ERASER, plastic/rubber	piece	
EXTENSION CORD	piece	
FASTENER	box	
FILE ORGANIZER, expanding, plastic, legal	piece	
FILE TAB DIVIDER, A4	set	
FILE TAB DIVIDER, Legal	set	
Finance accounting and enterprise resource planning ERP software	license	
FIRE EXTINGUISHER, dry chemical	unit	*per order basis
FLASH DRIVE	piece	
FLOOR WAX, paste type, red	can	



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ITEM/DESCRIPTION	UNIT	REMARKS
FOLDER with tab, A4	pack	
FOLDER with tab, Legal	pack	
FOLDER, Fancy with slide, A4	bundle	
FOLDER, Fancy with slide, legal	bundle	
FOLDER, L-type, A4	pack	
FOLDER, L-type, Legal	pack	
FOLDER, pressboard	box	
FUEL FILTERS	piece	
FURNITURE CLEANER	can	
GLUE GUN	unit	
GLUE STICK (FOR GLUE GUN)	pack	
GLUE STICK (PASTE)	piece	
GLUE, all-purpose	bottle	
HAND SANITIZER	bottle	
HAND SOAP, liquid, 500mL	bottle	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	book	
INDEX TAB	box	
Industry specific software	license	
Information exchange software	license	
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, 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 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



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ITEM/DESCRIPTION	UNIT	REMARKS
INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	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
INKJET PRINTER	unit	*per order basis
INSECTICIDE	can	
KEYBOARD	unit	
LAMINATING FILM	pack	
LAMINATING MACHINE	unit	
LAPTOP COMPUTER, for Mid-range Users	unit	*not available until further notice as per PS-DBM
LAPTOP COMPUTER, Lightweight	unit	*not available until further notice as per PS-DBM
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	*per order basis
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	*per order basis
MANILA PAPER	pack	
MARKER, Fluorescent	set	
MARKER, Permanent, Black	piece	
MARKER, Permanent, Blue	piece	
MARKER, Permanent, Red	piece	
MARKER, Whiteboard, Black	piece	
MARKER, Whiteboard, Blue	piece	
MARKER, Whiteboard, Red	piece	
MEDAL	piece	
MICROPHONE	unit	
MINI BUS	unit	
MOBILE PHONE	unit	
MONOBLOC CHAIR, beige	piece	*per order basis
MONOBLOC CHAIR, white	piece	*per order basis
MOP BUCKET	unit	
MOTORCYCLE	unit	
MULTI-PURPOSE VEHICLE (MPV)	unit	
MULTIFUNCTION PRINTER	unit	
MULTIMEDIA PROJECTOR	unit	
Network applications software	license	
Network management software	license	
Networking software	license	



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As of July 01, 2025

ITEM/DESCRIPTION	UNIT	REMARKS
NOTEPAD, stick-on, 50mm x 76mm	pad	
NOTEPAD, stick-on, 76mm x 100mm	pad	
NOTEPAD, stick-on, 76mm x 76mm	pad	
OFFICE CHAIR	piece	
Operating environment software	license	
PAD PAPER, ruled	pad	
PADLOCK	piece	
PAINT	gallon	
PAPER CLIP, vinly/plastic coated, 33mm	box	
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	
PAPER SHREDDER	unit	
PAPER TRIMMER/CUTTING MACHINE	unit	
PAPER, MULTICOPY A4	ream	
PAPER, MULTICOPY LEGAL	ream	
PAPER, MULTIPURPOSE A4	ream	
PAPER, MULTIPURPOSE LEGAL	ream	
PAPER, parchment	box	
PARACETAMOL	pack	
PASSENGER VAN	unit	
PENCIL SHARPENER	piece	
PENCIL, lead/graphite, with eraser	box	
PHILIPPINE NATIONAL FLAG	piece	
PHOTO PAPER	pack	
PICK-UP TRUCK	unit	
PLASTIC ENVELOPE	piece	
PLASTIC FASTENER	box	
POVIDONE IODINE	bottle	
PRINTER, Laser, Monochrome	unit	*per order basis
PUNCHER, paper, heavy duty	piece	
PUSH PIN	pack	
RAGS	kilo	
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
RUBBER BAND No. 18	box	
RULER, plastic, 450mm	piece	
SCISSORS, symmetrical/asymmetrical	pair	
SCOURING PAD	pack	
Security and protection software	license	
SIGN PEN, Extra Fine Tip, Black	piece	
SIGN PEN, Extra Fine Tip, Blue	piece	
SIGN PEN, Extra Fine Tip, Red	piece	
SIGN PEN, Fine Tip, Black	piece	
SIGN PEN, Fine Tip, Blue	piece	



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SIGN PEN, Fine Tip, Red	piece	
SIGN PEN, Medium Tip, Black	piece	
SIGN PEN, Medium Tip, Blue	piece	
SIGN PEN, Medium Tip, Red	piece	
SMART TELEVISION	unit	
SPEAKERS	unit	
SPORTS UTILITY VEHICLE (SUV)	unit	
STAMP PAD, felt	piece	
STAPLE REMOVER, plier-type	piece	
STAPLE WIRE, heavy duty (binder type), 23/13	box	
STAPLE WIRE, standard	box	
STAPLER, heavy duty (binder) (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	
STAPLER, standard type	piece	
STEEL FILING CABINET	piece	
STEEL RACK	set	
STENO NOTEBOOK	piece	
STICKER PAPER	pack	
STORAGE BOX	piece	
TAPE DISPENSER, table top	piece	
TAPE, electrical	roll	
TAPE, masking, 24mm	roll	
TAPE, masking, 48 mm	roll	
TAPE, packaging, 48 mm	roll	
TAPE, transparent, 24mm	roll	
TAPE, transparent, 48 mm	roll	
TISSUE, INTERFOLDED PAPER TOWEL	pack	
TOILET TISSUE PAPER, 2 ply	pack	
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 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 CE505A, Black	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



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ITEM/DESCRIPTION	UNIT	REMARKS
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 CF287A (HP87), Black	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 CF411A (HP410A), Cyan	cart	*per order basis
TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	*per order basis
TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	*per order basis
TONER CARTRIDGE, HP Q2612A, Black	cart	*per order basis
TONER CARTRIDGE, HP Q7553A, Black	cart	*per order basis
TRASHBAG, Large size	roll/pack	
TRASHBAG, XL size	roll/pack	
TRASHBAG, XXL size	roll/pack	
TRI-WHEEL VEHICLE	unit	
TWINE, plastic	roll	
UNINTERRUPTIBLE POWER SUPPLY	unit	
Utility and device driver software	license	
VAN	unit	
VELLUM BOARD PAPER	pack	
WASTEBASKET	piece	
WATER DISPENSER	unit	
WHITE BOARD	piece	
WRAPPING PAPER	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.**

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

**SNAS as of July 01, 2025**

**\* per order basis -**  
items that are not  
regularly procured by  
the SPMO-AIS.