



**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 September 5, 2024**

<u>ITEM/DESCRIPTION</u>	<u>UNIT</u>	<u>REMARKS</u>
ACETATE	roll	
ALCOHOL, Ethyl, 500 mL	bottle	
BATTERY, dry cell, size AA	pack	
BATTERY, dry cell, size AAA	pack	
BATTERY, dry cell, size D	pack	
BINDING AND PUNCHING MACHINE	unit	*per order basis
BINDING RING/COMB, plastic, 32 mm	piece	*per order basis
BLADE, for general purpose cutter/utility knife	tube	
BROOM (Walis Tambo)	piece	
BROOM (Walis Ting-ting)	piece	
CALCULATOR, Compact	unit	
CARBON FILM, Legal size	box	
CLEANER, Toilet Bowl and Urinal	bottle	
CLEANSER, Scouring Powder	can	
CLIP, backfold, 19mm	box	
CLIP, backfold, 25mm	box	
CLIP, backfold, 50mm	box	
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	
COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	
COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	
COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	
COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	
CUTTER/UTILITY KNIFE, for general purpose	piece	
DATA FILE BOX	piece	
DATA FOLDER	piece	
DATER STAMP	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	bar	
DETERGENT POWDER, all purpose	pouch	
DIGITAL VOICE RECORDER	unit	*per order basis
DISINFECTANT SPRAY	can	
DOCUMENT CAMERA	unit	*per order basis
DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	*per order basis
DUST PAN	piece	
ELECTRIC FAN, stand type (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	
ELECTRIC FAN, wall mount (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	
ENVELOPE, Documentary, A4	box	
ENVELOPE, Documentary, legal,	box	
ENVELOPE, Expanding, Kraft	box	

ENVELOPE, Expanding, Plastic	box	
ENVELOPE, Mailing	box	
ERASER, plastic/rubber	piece	
EXTERNAL HARD DRIVE (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	
FACE MASK	box	
FASTENER	box	
FILE TAB DIVIDER, A4	pack	
FILE TAB DIVIDER, Legal	pack	
FIRE EXTINGUISHER, dry chemical	unit	*per order basis
FIRE EXTINGUISHER, pure HCFC	unit	*per order basis
FLOOR WAX, paste type, red	can	
FOLDER with tab, Legal	pack	
FOLDER, Fancy with slide, A4	bundle	
FOLDER, pressboard	10s/pack	
GLUE, all-purpose	jar	
HAND SOAP, liquid	bottle	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	
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 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
INSECTICIDE	can	
LAPTOP, for Mid-range Users	unit	*not available until further notice as per PS-DBM

LAPTOP, 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
LOOSELEAF COVER	bundle	
MAGAZINE FILE BOX, Large	piece	
MARKER, Permanent, Black	piece	
MARKER, Permanent, Blue	piece	
MARKER, Permanent, Red	piece	
MARKER, Whiteboard, Black	piece	
MARKER, Whiteboard, Blue	piece	
MONOBLOC TABLE, beige	unit	*per order basis
MONOBLOC TABLE, white	unit	*per order basis
MOP BUCKET (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	*per order basis
MOPHANDLE, heavy duty	piece	*per order basis
MOPHEAD, made of rayon	piece	*per order basis
MULTIMEDIA PROJECTOR	unit	*per order basis
NOTEBOOK STENO	piece	
NOTEPAD, stick-on, 50mm x 76mm (2x3)	pad	
NOTEPAD, stick-on, 76mm x 100mm (3x4)	pad	
NOTEPAD, stick-on, 76mm x 76mm (3x3)	pad	
PAD PAPER, ruled	pad	
PAPER CLIP, vinyl/plastic coated, 33mm	box	
PAPER SHREDDER	unit	*per order basis
PAPER TRIMMER/CUTTING MACHINE	unit	*per order basis
PAPER, MULTIPURPOSE A4 (70GSM)	ream	
PAPER, MULTIPURPOSE LEGAL (70GSM)	ream	
PAPER, parchment	box	
PHILIPPINE NATIONAL FLAG	piece	
PRINTER, Impact, Dot Matrix, 24 pins	unit	*per order basis
PRINTER, Impact, Dot Matrix, 9 pins	unit	*per order basis
PRINTER, Laser, Monochrome	unit	*per order basis
PUNCHER, paper, heavy duty	piece	
RAGS	kilo	
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	
SCOURING PAD	pack	
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	
SIGN PEN, Fine Tip, Red	piece	
SIGN PEN, Medium Tip, Black	piece	
SIGN PEN, Medium Tip, Blue	piece	
SIGN PEN, Medium Tip, Red	piece	
STAMP PAD, felt	piece	
STAPLER, heavy duty (binder) (note: Please prepare the Inventory Custodian Slip (ICS) before claiming)	unit	
TAPE, electrical	roll	
TAPE, masking, 24mm	roll	
TAPE, masking, 48 mm	roll	
TAPE, packaging, 48 mm	roll	
TAPE, transparent, 48 mm	roll	
TISSUE, INTERFOLDED PAPER TOWEL	pack	
TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	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, Large size	pack/roll	
TRASHBAG, XL size	pack/roll	
TRASHBAG, XXL size	pack/roll	
TWINE, plastic	roll	
WASTEBASKET	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.**

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

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

**SNAS as of September 5, 2024**