

VISAYAS STATE UNIVERSITY | SUPPLY AND PROPERTY MANAGEMENT
Visca, Baybay City, Leyte
INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORLD**

IAR No: _____

P.O No: **VSU-GOODS-25-08-021 (GF)**

Office/Dept: **GSO c/o Rysan C. Guinocor/ GF-2024-10-02060**

Contract Price: **P 561,049.00**

Item No.	DESCRIPTION	Unit	Quantity		Unit Cost	Date Received & DR #	Balance/ Remarks
			Per P.O	Actual			
	GF-2024-10-02060 - GSO - Rysan C. Guinocor						
985	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent, AMBIFUR/GLADE	pcs	70	0	188.00		70
986	Air purifier with UV Sterilization light for home appliance HEPA+Activated Carbon Filter	pc	25	25	1,900.00	5/5/25 (DR20822)	0
987	Alcohol, Isopropyl, 70% solution, 500mL, pump type, BEST LAB	btls	150	150	238.00	9/15/25 (DR 2605)	0
988	Bathroom Deodorizer, with holder, at least 100g, any scent, ALBATROSS	pcs	150	0	78.00		150
989	Clip, Double Binder, 2" (approx. 51mm) , Black, 12 pcs/box, TM / RAMBOO / BUTTERFLY	boxes	3	3	74.00	3/19/25 (Ref. No.: PL#016908)	0
990	Clip, Double Binder, 3/4" (approx. 19mm) , Black, 12 pcs/box, TM / RAMBOO / BUTTERFLY	boxes	3	3	24.00	3/19/25 (Ref. No.: PL#016908)	0
991	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms, PRINCE	box of 50's	2	2	29.00	3/19/25 (Ref. No.: PL#016908)	0
992	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm), PRINCE	boxes	3	3	19.50	3/19/25 (Ref. No.: PL#016908)	0
993	Cutter, Big, Plastic (Ordinary), w/ lock, LCT	pcs	2	2	29.00	3/19/25 (Ref. No.: PL#016908)	0
994	Envelope, Documentary, Brown, 150 lbs, Long, NAPPCO / CONSOLIDATED	pc	30	30	6.00	3/19/25 (Ref. No.: PL#016908)	0
995	Envelope, Documentary, Brown, 150 lbs, Short, NAPPCO / CONSOLIDATED	pc	30	30	4.50	3/19/25 (Ref. No.: PL#016908)	0
996	Envelope, Expanding, with garter tie, brown, long, PHOENIX / PX	pc	22	22	19.00	3/19/25 (Ref. No.: PL#016908)	0
997	Fabric Conditioner, 1L, any scent, DOWNY	btls	200	200	409.00	5/5/25 (DR20822)	0
998	Fiber Doormat, at least 15 X 23 inches; PAPERWISE	pc	70	70	148.00	5/5/25 (DR20822)	0

999	Folder, Expanded, Long (Brown), VECO	pcs	15	15	29.75	3/19/25 (Ref. No.: PL#016908)	0
1000	Folder, Expanded, Long (Light Blue), VECO	pcs	15	15	29.75	3/19/25 (Ref. No.: PL#016908)	0
1001	Folder, File, Long, 14pts, White, SYSTEM / BONUS	piece	160	160	9.50	3/19/25 (Ref. No.: PL#016908)	0
1002	Folder, Pressboard, Long, US, Green, Doublefold, VECO	pcs	20	20	34.00	3/19/25 (Ref. No.: PL#016908)	0
1003	Folder, Pressboard, Long, US, Yellow, VECO	pieces	20	20	29.00	3/19/25 (Ref. No.: PL#016908)	0
1004	Furniture Polish, OFFER: PLEDGE 300 ML	btls	150	150	349.00	9/15/25 (DR 22605)	0
1005	Glue Stick, All-purpose, at least 21g, HBW / JOY	pcs	3	3	54.00	5/5/25 (DR20822)	0
1006	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL/btl, GREEN CROSS / PCD	btls	200	200	158.00	9/15/25 (DR 22605)	0
1007	Hand Towel, cloth, cotton, CANON	piece	65	65	34.00	3/19/25 (Ref. No.: PL#016908)	0
1008	Ink, for stamp pad, violet, 30mL, w/ applicator, HBW	btls	2	2	33.00	3/19/25 (Ref. No.: PL#016908)	0
1009	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single), PAPERWISE	pcs	15	15	198.00	3/19/25 (Ref. No.: PL#016908)	0
1010	Memo Notebooks, 80 leaves, CONSOLIDATED	pieces	1	1	39.00	3/19/25 (Ref. No.: PL#016908)	0
1011	Mouse Pad, Rubber	pad	2	2	247.00	3/19/25 (Ref. No.: PL#016908)	0
1012	Multi-Insect Killer Spray, 250mL, BAYGON / MORTEIN	tubes	3	3	298.00	3/19/25 (Ref. No.: PL#016908)	0
1013	Muriatic Acid, concentrated, scented, CRU / CREAM	gal	10	10	348.00	3/19/25 (Ref. No.: PL#016908)	0
1014	Paper, Art, glossy, assorted colors, 500shts/ream, PREMIER/ COSMIC	reams	1	1	233.00	3/19/25 (Ref. No.: PL#016908)	0
1015	Pen, Highlighter, orange, STABILO	pieces	3	3	43.00	3/19/25 (Ref. No.: PL#016908)	0
1016	Pen, Sign, Gel Ink, 0.5 mm, Blue, DONG-A	piece	40	40	24.00	3/19/25 (Ref. No.: PL#016908)	0

1017	Pen, Whiteboard Marker, Black, PILOT	pieces	5	5	49.00	3/19/25 (Ref. No.: PL#016908)	0
1018	Pencil, Lead, #2, w/ eraser, MONGOL	pieces	10	10	9.00	3/19/25 (Ref. No.: PL#016908)	0
1019	Plastic Pail, 5L capacity, HI-TOP/ OROCAN	pc	100	100	123.00	5/5/25 (DR20841)	0
1020	Rag, (for cleaning & wiping), GENERIC	pieces	200	200	5.00	3/19/25 (Ref. No.: PL#016908)	0
1021	Rubber band, 50g/box, TM/ EVERLASTING	boxes	1	1	29.00	3/19/25 (Ref. No.: PL#016908)	0
1022	Scissors, 8" heavy duty, good quality, JOY/ AMSPEC	pieces	2	2	73.00	3/19/25 (Ref. No.: PL#016908)	0
1023	Soap, Detergent, Powder, Antibacterial, 500g/pack, SPEED/ SURF	packs	100	100	60.00	3/19/25 (Ref. No.: PL#016908)	0
1024	Soap, Dishwashing, Liquid, 250mL/btl, SANICARE/ JOY	btls	120	120	148.00	5/5/25 (DR20841)	0
1025	Soap, Hand, Liquid, 250 mL/btl, Pump-type, PCD/ WELLMADE	btls	200	200	153.00	3/19/25 (Ref. No.: PL#016908)	0
1026	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole, WRINGER	pcs	65	65	1,498.00	5/5/25 (DR20822)	0
1027	Stapler, HD No.35, MAX	pc	1	0	398.00		1
1028	Sticky Flags, Repositionable Indexing Tab, 45x12mm, (20 sheets x 5 colors)/pack	pack	50	50	39.00	3/19/25 (Ref. No.: PL#016908)	0
1029	Sticky Note, 2 x 3", Yellow, KAI WIN/ KAI LI TI/ HBW	pads	10	10	73.00	3/19/25 (Ref. No.: PL#016908)	0
1030	Sticky Note, 3 x 3", Yellow, KAI WIN/ KAI LI TI/ HBW	pads	10	0	79.00		10
1031	Sticky Note, 3x5 Colored, KAI WIN/ KAI LI TI/ HBW	pads	10	10	47.00	3/19/25 (Ref. No.: PL#016908)	0
1032	Tape, Double Sided, 2" x 10m, ARMAK/ CROCODILE	rolls	5	5	108.00	3/19/25 (Ref. No.: PL#016908)	0
1033	Tape, Transparent, 12mm x 50m, ARMAK/ CROCODILE	rolls	10	10	58.00	3/19/25 (Ref. No.: PL#016908)	0
1034	Tape, Transparent, 24mm x 50m, ARMAK/ CROCODILE	rolls	5	5	108.00	3/19/25 (Ref. No.: PL#016908)	0
1035	Tissue Paper, Bathroom, 2 Ply, 12rolls/pack, good quality, SANICARE	pack	25	25	198.00	3/19/25 (Ref. No.: PL#016908)	0

1036	Toilet Bowl Cleaner, at least 1 liter/btl, DOMEX	btl	100	100	238.00	3/19/25 (Ref. No.: PL#016908)	0
1037	Toilet Brush with Holder, PAPERWISE	set	30	30	180.00	5/5/25 (DR20841)	0
1038	Trash Bag (Garbage Bag), Large (15x15x37 inches), 10pcs/pack, Black, GENERIC	pack	40	30	58.00	5/5/25 (DR20841)	10
1039	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black, GENERIC	pack	50	0	49.00		50
1040	Trash Bag, Colored, Large(pcs/roll), GENERIC	roll	30	0	388.00		30
1041	Trash Bag, Colored, Medium (pcs/roll), GENERIC	roll	30	0	347.00		30
1042	Water Container / Water Drum / Utility Pail, durable plastic, at least 100L capacity, OROCAN/ MEGA BOX/ ZOXY	pcs	20	0	1,198.00		20
1043	Water Dipper (Tabo), HOPEWELL	pc	100	100	39.00	5/5/25 (DR20841)	0
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX						

INSPECTION Date: 9/16/25		ACCEPTANCE Date: 9/16/25	
☒ Inspected, verified and found in order as to quantity and specifications.		☐ Complete ☒ Partial	
 MARK LOUIS L. GARCES Inspector		 DOREEN B. ALBA OIC Head, SPM	