

INSPECTION & ACCEPTANCE REPORT

IAR No: 25-11-1602
Date: 2025-11-13
28,100.00 GF-2024-10-02941

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	cans	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	10	10	2025-11-12 #: DR 10104	0	Completed
Specification: <ul style="list-style-type: none"> • net content: at least 300 mL • clean and refreshing scent 							
2	pack	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	5	5	2025-11-12 #: DR 10104	0	Completed
3	pack	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine	5	5	2025-11-12 #: DR 10104	0	Completed
4	pcs	Certificate Holder (A4)	60	60	2025-11-12 #: DR 10104	0	Completed
Specification: <ul style="list-style-type: none"> • A4 (8.27"x11.69") • With a flap to prevent certificates from falling off • With 2 Hangers for Portrait and Landscape Orientations • Super clear transparency • Holds certificates/diplomas/citations • Conforms to EN 71 & ASTM Safety Standards 							
5	boxes	Dong A My Gel Sign Pen Gel Ink 0.5mm Refill (12Pcs), BLUE	5	5	2025-11-12 #: DR 10104	0	Completed
Specification: <ul style="list-style-type: none"> • 12 pcs/box • type: liquid or gel • 0.5 mm, needle or conical tip • with non-slip grip • with metal/plastic clip 							
6	pcs	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 50L capacity	2	2	2025-11-12 #: DR 10104	0	Completed
Specification:							

- at least 50 liters capacity
- durable plastic
- w/ swing-type cover

7	box of 50's	ID Jacket, plastic, vertical, 9cm x 5.5cm, w/ clip (50pcs/box)	1	1	2025-11-12 #: DR 10104	0	Completed
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Offer:

A2

8	pc	Neck lanyard or ID sling (black)	100	0		100	Undelivered
9	reams	Paper, Bond, A4, S-24, 80 gsm	60	45	2025-11-12 #: DR 10104	15	Lacking

Specification:

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

10	reams	Paper, Bond, Long, S-20, 70 gsm	5	5	2025-11-12 #: DR 10104	0	Completed
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Specification:

- 500 sheets/ream
- lint-free, bright white paper
- acid-free
- manufacturer should be ISO 9001:2015 (Quality Management System and 14004:2015 (Environmental Management System) certified

11	pieces	Puncher, 2 holes, heavy duty	2	2	2025-11-12 #: DR 10104	0	Completed
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Offer:

HBW

INSPECTION

ACCEPTANCE

Date Inspected: 11-13-25

Date Recieved: 11/13/25

☒ Inspected, verified and found in order
as to quantity and specifications☐ Complete☐ Others: _____☒ Partial**MARK LOUIS L. GARCES**
Inspector**DOREEN B. ALBA**
Head, Supply & Property Management