

INSPECTION & ACCEPTANCE REPORT

IAR No: 25-11-1600
Date: 2025-11-13
17,870.00 GF-2024-08-01537

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	sets	360° Rotatable Spin Mop with Handle	2	0		0	Waived
Specification: <ul style="list-style-type: none"> spin-dry bucket with 1 pc microfiber mop head 360 degrees rotating mop head polypropylene plastic (mop bucket) stainless steel mop handle with water outlet with separate tanks for freshwater and wastewater dimension: at least L 47.5 x W 26 x H 24.5 cm 							
2	btls	Alcohol, Ethyl, 70% solution, 500mL	7	7	2025-11-12 #: DR 10107	0	Completed
Specification: <ul style="list-style-type: none"> 70% (±2) v/v Ethanol (Ethyl Alcohol) Volume (min.): 500ml Colorless clear liquid Cap: Flip-top/pull-up/twist cap Scented Brand, formulation, indications and precautions must be engraved/ embossed/ printed/ thermally adhered on the bottle 							
3	btls	Ink, Refill, for Permanent Marker, Black, 30mL	2	2	2025-11-12 #: DR 10107	0	Completed
Specification: <ul style="list-style-type: none"> at least 30 mL 							
4	btls	Ink, Refill, for Permanent Marker, Blue, 30mL	1	1	2025-11-12 #: DR 10107	0	Completed
Specification: <ul style="list-style-type: none"> at least 30mL 							

5	btls	Ink, Refill, for Whiteboard Marker, Black, 30mL	3	3	2025-11-12 #: DR 10107	0	Completed
Specification: <ul style="list-style-type: none"> • 30mL 							
6	Box of 100's	Paper Clips Small Vinyl (33MM)	10	10	2025-11-12 #: DR 10107	0	Completed
7	Box of 100's	Paper Clips Small Vinyl (50mm)	10	10	2025-11-12 #: DR 10107	0	Completed
Offer: BIG							
8	reams	Paper, Bond, A4, S-20, 70 gsm	15	15	2025-11-12 #: DR 10107	0	Completed
Specification: <ul style="list-style-type: none"> • 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 							
9	reams	Paper, Bond, A4, S-24, 80 gsm	26	0		26	Undelivered
Specification: <ul style="list-style-type: none"> • 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-24, 80 gsm	5	5	2025-11-12 #: DR 10107	0	Completed
Specification: <ul style="list-style-type: none"> • 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	pcs	Pen, Pentel Pen, Fine blue & black	10	10	2025-11-12 #: DR 10107	0	Completed
12	pieces	Pencil, Lead, #2, w/ eraser	20	20	2025-11-12 #: DR 10107	0	Completed
13	rolls	Scotch Tape 1 inch x 100 meters	20	20	2025-11-12 #: DR 10107	0	Completed
14	pack	Sign Here Sticky Notes	30	0		30	Undelivered
Offer:							

0.5 x 1.7

15	packs	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	20	20	2025-11-12 #: DR 10107	0	Completed
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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