

Republic of the Philippines  
**VISAYAS STATE UNIVERSITY**  
 Visca, Baybay City, Leyte  
**SUPPLY & PROPERTY MANAGEMENT**

## INSPECTION & ACCEPTANCE REPORT

Supplier: **N. N. ALCALA STORE**  
 P.O No.: **PO-GF-MOOE-2025-08-0569**  
 Office/Dept: **ORDENS**

IAR No: 25-10-1333  
 Date: 2025-09-30  
 5,485.00  
 GF-2025-07-00842

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	btls	Alcohol, Ethyl, 70% solution, 500mL	5	5	2025-09-10 #: DR-10068	0	Completed

**Specification:**

- 70% ( $\pm 2$ ) 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

2	pc	Correction Tape, 8m x 5mm wide	4	4	2025-09-10 #: DR-10068	0	Completed
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**Specification:**

- Type:** Disposable
- Dispensing Mechanism:** Gear type
- Dispensing System:** Single line tape
- Adjustment/ Rewinding:** With mechanism for adjustment/rewinding
- Tape Specifications:**
- Type: Film based
- Usable Length (minimum): 8 meters
- Width: 5 mm
- Color: White opaque
- Size: Manufacturer's standard
- Design: Manufacturer's standard

With protective cap

**Other Requirements:**

Shall conform to the Performance Test

Brand shall be engraved, embossed, printed, or permanently stickered on the item

3	pc	Envelope, Expanding, with garter tie, brown, long	20	20	2025-09-10 #: DR-10068	0	Completed
4	pieces	Pen, Permanent Marker, black, broad tip	5	5	2025-09-10 #: DR-10068	0	Completed

**Offer:**

**PILOT**

5	pieces	Pen, Permanent Marker, black, fine tip	2	2	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

**PILOT**

6	pieces	Pen, Permanent Marker, blue, fine tip	4	4	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

**PILOT**

7	pieces	Pen, Ball, black	10	10	2025-09-10 #: DR-10068	0	Completed
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8	pieces	Pen, Ball, blue	10	10	2025-09-10 #: DR-10068	0	Completed
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9	piece	Pen, Sign, .5mm, Gel-type, Blue	20	20	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

**MYGEL**

10	piece	Scissors, 6" heavy duty, good quality	1	1	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

**PINOY OR EQUIVALENT**

11	box of 50's	Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box	2	2	2025-09-29 #: DR 10072	0	Completed
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**Specification:**

Staple wire, 1210FA-H, 30-70 sheets, 1000 staples per box

12	box of 50's	Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box	2	2	2025-09-29 #: DR 10072	0	Completed
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**Specification:**

Staple wire, 1213FA-H, 50-120 sheets, 1000 staples per box

13	pcs	Tape Dispenser, 1" tape, big core, any color	1	1	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

TM OR EQUIVALENT

14	rolls	Tape, Packaging, 2" x 100 yards, Clear	2	2	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

\*NOTE: NO LENTH DISCRPTION

15	ream	bond paper, long	9	9	2025-09-10 #: DR-10068	0	Completed
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**Offer:**

70 GSM A-ONE OR EQUIVALENT

**INSPECTION**

Date Inspected:

9/30/15

Inspected, verified and found in order  
as to quantity and specificationsOthers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**MARK LOUIS L. GARCES**

Inspector

**ACCEPTANCE**

Date Recieved:

9/30/15



Complete



Partial

  
**DOREEN B. ALBA**

Head, Supply &amp; Property Management