

## INSPECTION & ACCEPTANCE REPORT

IAR No: 25-11-1438  
Date: 2025-10-07  
**2,948.00** GF-2025-07-00842

No.	UNIT	DESCRIPTION	Quantity		Date Received	Balance	Remarks
			Per P.O	Actual			
1	pcs	Data filer box, double, 11 x 40 x 24cm	4	4	2025-10-06 #: DR 0541	0	Completed
<b>Specification:</b> None							
2	pieces	Puncher, 2 holes, heavy duty	2	2	2025-10-06 #: DR 0541	0	Completed
<b>Specification:</b> None							
3	pieces	Scissors, 8" heavy duty, good quality	1	1	2025-10-06 #: DR 0541	0	Completed
<b>Specification:</b> None							
4	pack	TOILET TISSUE PAPER, 2 ply	3	3	2025-10-06 #: DR 0541	0	Completed
<b>Specification:</b> Weight (min.): 28 gsm Sheet Dimensions: Width (+3 mm): 100 mm Length (-5 mm): 114 mm Acidity (pH, min.): 6 Tensile Strength (KN/m, min.): MD: 0.12 CD: 0.03 Absorption Time (max.): 30 seconds per sheet using 0.01 ml water Material: 100% Recycled pulp Processing: Elemental Chlorine Free (ECF)							

**Roll Specifications:**

150 pulls per roll (300 sheets, min.)

Evenly and firmly wound, sufficiently rigid for normal handling and usage

Perforated across full width for easy tearing

**Quality Requirement:** Sheets shall not have noticeable dust on the surface

5	rolls	Tape, Double Sided, 1" x 10m	2	2	2025-10-06 #: DR 0541	0	Completed
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**Specification:**

None

6	rolls	Tape, Double Sided, 2" x 10m	2	2	2025-10-06 #: DR 0541	0	Completed
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**Specification:**

None

7	rolls	Tape, Masking, 1" x 25 yards	2	2	2025-10-06 #: DR 0541	0	Completed
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**Specification:**

None

8	rolls	Tape, Masking, 2" x 25 yards, 2 x 40	2	2	2025-10-06 #: DR 0541	0	Completed
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**Specification:**

None

**INSPECTION****ACCEPTANCE**

Date Inspected:

10/7/25

Date Recieved:

10/8/25

☒ 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