

VISAYAS STATE UNIVERSITY

SUPPLY AND PROPERTY MANAGEMENT

Visca, Baybay City, Leyte

INSPECTION & ACCEPTANCE REPORT

Supplier: **LEYTE PAPERWORD**

P.O No: **VSU-GOODS-25-08-023 (GF)**

IAR No: **25-10-1349**

Office/Dept: **Various Offices**

Contract Price: **P 137,177.50**

Item No.	DESCRIPTION	Unit	Quantity		Unit Cost	Date Received & DR #	Balance/Remarks
			Per P.O	Actual			
	GF-2024-10-02784 - RERC - Nilo L. Leorna						
1615	Air Freshener, Lavender Scent, AMBIFUR/GLADE	pcs	5	5	198.00	5/5/25 (DR20830)	0
1616	Cleaner, Disinfectant, Multi-Surface, Scented, at least 1L/btl, DOMIX / MR. MUSCLE	gal	2	2	418.00	6/9/25 (DR21384)	0
1617	Envelope, Documentary, Brown, 150 lbs, Long, NAPPCO / CONSOLIDATED	pc	50	50	6.00	6/9/25 (DR21384)	0
1618	Fabric Conditioner, Antibacterial, Refill, 1.5L, any scent, DOWNY	pack	2	2	347.00	5/5/25 (DR20830)	0
1619	Folder, File, Long, 14pts, White, SYSTEM / BONUS	piece	50	50	9.50	5/5/25 (DR20830)	0
1620	Folder, Sliding, Plastic, w/ binder, Long, transparent, KINGS	pcs	25	25	9.00	6/9/25 (DR21384)	0
1621	Hand Towel, Interfolded, 2 ply, 150 pulls/pack, SANICARE	packs	10	10	123.00	6/9/25 (DR21384)	0
1622	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single), PAPERWISE	pcs	10	10	198.00	7/2/25 (DR21582)	0
1623	Memo Notebooks, 80 leaves, CONSOLIDATED	pieces	5	5	39.00	7/2/25 (DR21582)	0
1624	Plastic Rigid Sheet Binding Cover A4 Size, 0.2mm, 100pcs/pack, LCT	packet	1	1	447.00	5/5/25 (DR20830)	0
1625	Soap, Detergent, Bar, at least 350g, any scent, SPEED/ SURF	bar	2	2	37.00	6/9/25 (DR21384)	0
1626	Soap, Detergent, Powder, 1 kilo/pack, any scent, SPEED/ SURF	kl	3	3	147.00	5/5/25 (DR20830)	0
1627	Soap, Dishwashing, Liquid, 250mL/btl, SANICARE/ JOY	btls	15	15	148.00	5/5/25 (DR20830)	0
1628	Stamp Pad size 2, HBW	pieces	2	2	152.00	5/5/25 (DR20830)	0
1629	Staple wire remover, Plier type, Metal, HBW/ JOY	piece	2	2	98.00	6/9/25 (DR21384)	0
1630	Tape, Packaging, 2" x 100 yards, Clear, ARMAK/ CROCODILE	piece	3	3	69.00	6/9/25 (DR21384)	0
1631	Tissue Paper, Bathroom, 2 Ply, 12rolls/pack, good quality, SANICARE	pack	10	10	198.00	6/9/25 (DR21384)	0
	GF-2024-10-02082 - RSPPRO - Jennifer E. Ando						
1632	Binder Clip, 1", 12 pcs/box, TM / RAMBOO / BUTTERFLY	Box of 12's	10	10	98.00	5/5/25 (DR20828)	0
1633	Binder Clip, 2", 12 pcs/box, Black, TM / RAMBOO / BUTTERFLY	boxes	10	10	147.00	5/5/25 (DR20828)	0
1634	Envelope, Documentary, Brown, 150 lbs, Long, NAPPCO / CONSOLIDATED	pc	30	30	6.00	6/9/25 (DR21385)	0
1635	Envelope, Expanding, with garter tie, green, long, PHOENIX / PX	pc	50	50	29.00	5/5/25 (DR20828)	0
1636	Envelope, Mailing, white, long, 500pcs/box, NAPPCO / TROJAN	boxes	1	1	524.00	5/5/25 (DR20828)	0

1637	Folder, Pressboard, Long, US, Green, Doublefold, VECO	pcs	20	20	34.00	5/5/25 (DR20828)	0
1638	Pen, Sign, Gel Ink, 0.5 mm, Blue, DONG-A	piece	30	30	24.00	5/5/25 (DR20828)	0
1639	Pencil, Lead, #2, w/ eraser, MONGOL	pieces	10	10	9.00	5/5/25 (DR20828)	0
1640	Pin, Push, hammerhead type, asstd colors 50s/pack, TM/ HBW/ JOY	boxes	1	1	34.00	5/5/25 (DR20828)	0
1641	Rubberband, #18, 350 gms/box, ARROW	boxes	1	1	269.00	5/5/25 (DR20828)	0
1642	Staple Wire, #10, MAX/ BOSTON	boxes	18	18	18.00	5/5/25 (DR20828)	0
1643	Staple Wire, #35, GT/ SMITH	boxes	18	18	35.00	5/5/25 (DR20828)	0
1644	Sticky Note, 3 x 3", Yellow, KAI WIN/ KAI LI TI/ HBW	pads	10	10	79.00	6/9/25 (DR21385)	0
1645	Tape, Double Sided, 3/4" x 10m, ARMAK/ CROCODILE	rolls	6	6	24.00	6/9/25 (DR21385)	0
1646	White Folders, 0.14mm long 100pcs/pack, SYSTEM/ BONUS GF-2024-10-01899 - SPO - Vivian V. Balbarino	packs	1	1	595.00	5/5/25 (DR20829)	0
1647	Cutter, Big, durable & light aluminum die-cast grip, auto-lock slider, built-in blade snapper, approx. 3x8x22cm (Heavy Duty), NT	pcs	5	5	518.00	5/5/25 (DR20832)	0
1648	Folder, Pressboard, Long, US, Green, Doublefold, VECO	pcs	100	100	34.00	5/5/25 (DR20832)	0
1649	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single), PAPERWISE	pcs	50	0	198.00		50
1650	Paper, Bond, A3, S-24, 80 gsm, PAPER ONE / COPY ONE	reams	5	5	578.00	5/5/25 (DR20832)	0
1651	Pen, Ball, Blue, HBW / FLEXSTICK	pieces	50	50	9.00	5/5/25 (DR20832)	0
1652	Pen, Permanent Marker, Black, Fine-tip, PILOT	pieces	20	20	57.00	9/15/25 (DR 22608)	0
1653	Pen, Permanent Marker, Blue, Fine-tip, PILOT	pieces	20	20	57.00	5/5/25 (DR20832)	0
1654	Pen, Whiteboard Marker, Blue, PILOT	pieces	20	20	49.00	5/5/25 (DR20832)	0
1655	Pen, Whiteboard Marker, Red, PILOT	pieces	20	0	49.00		20
1656	Stapler, HD No.35, MAX	pc	10	10	398.00	6/9/25 (DR21386)	0
1657	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black, JOY	pcs	5	5	1,469.00	6/9/25 (DR21386)	0
1658	Tape, Magic, 24mm x 50m, 3m	rolls	10	0	347.00		10
1659	Tape, Masking, 2" x 25 yards, ARMAK/ CROCODILE	rolls	20	20	89.00	5/5/25 (DR20832)	0
1660	Tape, Packaging, 2" x 100 yards, Tan, ARMAK/ CROCODILE GF-2024-10-01910 - UR - Miriam M. De La Torre	rolls	20	20	69.00	5/5/25 (DR20832)	0
1661	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine, ENERGIZER	pack	10	10	157.00	5/5/25 (DR20833)	0
1662	Battery, Alkaline, Size: AAA, Nominal Voltage: 1.5 volts, 2 pcs/pack, genuine, ENERGIZER	pack	10	10	235.00	6/9/25 (087795)	0
1663	Bleach, Liquid, 99.9% Antibacterial, Disinfectant, at least 3785 mL/gallon, WINROX / ZONROX	gallon	2	2	248.00	5/5/25 (DR20833)	0
1664	Cartolina, US, Neon Gold, at least 160gsm, COSMIC / CONSOLIDATED	pcs	100	100	19.00	6/9/25 (087795)	0
1665	Clip Board, Plastic, with PVC Cover, Long, any color, LCT / TM / ADVENTURER	pcs	12	12	218.00	5/5/25 (DR20833)	0
1666	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box, TM / RAMBOO / BUTTERFLY	boxes	12	12	74.00	5/5/25 (DR20833)	0
1667	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms, PRINCE	box of 50's	200	200	29.00	5/5/25 (DR20833)	0

1668	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm), PRINCE	boxes	100	100	19.50	5/5/25 (DR20833)	0
1669	Envelope, Mailing, white, long, 500pcs/box, NAPPCO / TROJAN	boxes	12	12	524.00	5/5/25 (DR20833)	0
1670	First Aid Box or Medicine Cabinet	pc	1	1	799.00	5/5/25 (DR20833)	0
1671	Folder, File, A4, 14 pts, White, SYSTEM / BONUS	pcs	200	200	6.50	6/9/25 (087795)	0
1672	Ink, for stamp pad, violet, 30mL, w/ applicator, HBW	btls	6	6	33.00	5/5/25 (DR20833)	0
1673	Lever Arch File Folder, Vertical, with Ring Binder & Metal Finger Pull, Size: 3", A4 (Black), MGK / TM	pcs	6	6	148.00	9/29/25 (DR 21584)	0
1674	Magazine Box / Data File Box / Datafiler, horizontal, made of chipboards, closed ends, Legal (Single), PAPERWISE	pcs	15	15	198.00	6/9/25 (087795)	0
1675	Pen, Ball, Blue, 50 pcs/box, good quality, HBW	box of 50's	10	10	489.00	5/5/25 (DR20833)	0
1676	Pen, Sign, Gel Ink, 0.5 mm, Blue, DONG-A	pcs	100	100	24.00	5/5/25 (DR20833)	0
1677	Pencil, Lead, #2, w/ eraser, MONGOL	pieces	100	100	9.00	5/5/25 (DR20826)	0
1678	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm, LCT/ MGK/ TM	packs	1	1	747.00	5/5/25 (DR20826)	0
1679	Sign pen, Fine Tech, 0.3mm. Blue, DONG-A	pieces	10	10	34.00	5/5/25 (DR20826)	0
1680	Soap, Detergent, Powder, 1 kilo/pack, any scent, SPEED/ SURF	kl	2	2	147.00	5/5/25 (DR20826)	0
1681	Soap, Dishwashing Liquid Refill, at least 350 mL, JOY	pack	20	20	179.00	5/5/25 (DR20826)	0
1682	Sponge, for Dishwashing, good quality, SCOTCH BRIGHT	pcs	24	24	33.00	5/5/25 (DR20826)	0
1683	Staple Wire, #35, GT/ SMITH	boxes	12	12	35.00	5/5/25 (DR20826)	0
1684	Stapler, HD No.35, MAX	pc	7	7	398.00	6/9/25 (087795)	0
1685	Stapler, Heavy Duty, 23/6-23/23 (210 sheets), Black, JOY	pcs	1	1	1,469.00	6/9/25 (087795)	0
1686	STICKY NOTE PAGE 1/2 x 2" set with assorted color, KAI WIN/ KAI LI TI/ HBW	set	3	3	258.00	6/9/25 (087795)	0
1687	STICKY NOTES 2 X 3 ASSORTED COLORS, KAI WIN/ KAI LI TI/ HBW	pad	30	30	69.00	6/9/25 (087795)	0
1688	STICKY NOTES 3 X 4 ASSORTED COLORS, KAI WIN/ KAI LI TI/ HBW	pad	20	20	69.00	5/5/25 (DR20826)	0
1689	Tape, Double Sided, 3/4" x 10m, ARMAK/ CROCODILE	rolls	10	10	24.00	5/5/25 (DR20826)	0
1690	Tape, Duct, 2" x 25m, Black/Grey, ARMAK/ CROCODILE	rolls	5	5	168.00	5/5/25 (DR20826)	0
1691	Tape, Foam, Double Sided, 1/2" x 5m, ARMAK/ CROCODILE	rolls	10	10	48.00	9/29/25 (DR 21584)	0
1692	Tape, Transparent, 12mm x 50m, ARMAK/ CROCODILE	rolls	7	7	58.00	6/9/25 (087795)	0
1693	Tape, Transparent, 24mm x 50m, ARMAK/ CROCODILE	rolls	12	12	108.00	5/5/25 (DR20827)	0
1694	Toilet Bowl Cleaner, at least 1 gallon, WINROX/ ZONROX	gal	2	2	378.00	6/9/25 (087795)	0
1695	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black, GENERIC	pack	10	10	49.00	5/5/25 (DR20827)	0
	GF-2024-10-02104 - URSO - Christy M. Desades						
1696	Vellum Board, Canary, A4, 220 GSM, 10 sheets/pack, VALIANT/ VECO/ CONCORDE/ PAPERWISE	pack of 10's	50	50	58.00	9/15/25 (DR 22608)	0
	GF-2024-10-03015 - USHER - Elwin Jay V. Yu						

1697	Fastener, Paper, non-rust metal, 50 sets/box, TM	boxes	25	25	49.00	5/5/25 (DR20831)	0
1698	Folder, File, Long, 14pts, White, SYSTEM / BONUS	piece	250	250	9.50	5/5/25 (DR20831)	0
1699	Paper, Photo, A4, Matte, OFFER: JOJO/ TM (210GSM)	packs	7	7	69.00	5/5/25 (DR20831)	0
1700	Specialty Board, long 8-1/2 x 13, 220 gsm, Cream (10pcs/pack), VALIANT/ ELIT/ CONCORDE/ PAPERWISE	pack	8	8	84.00	5/5/25 (DR20831)	0
1701	Staple Wire, #35, GT/ SMITH	boxes	20	20	35.00	5/5/25 (DR20831)	0
1702	Stapler, HD No.35, MAX	pc	5	5	398.00	5/5/25 (DR20831)	0
1703	Universal Ink - black (1 liter), ACSYS/ MGK	btl	5	5	447.00	9/29/25 (DR 21584)	0
1704	Universal Ink - CYAN (1 liter), ACSYS/ MGK	btl	3	3	447.00	9/29/25 (DR 21584)	0
1705	Universal Ink - MAGENTA (1 liter), ACSYS/ MGK	btl	3	3	447.00	9/29/25 (DR 21584)	0
1706	Universal Ink - YELLOW (1 liter), ACSYS/ MGK	btl	3	3	447.00	9/29/25 (DR 21584)	0
	GF-2024-10-02862 - VIHS - Mamolo, Leo A.						
1707	Envelope, Documentary, Brown, 150 lbs, Short, NAPPCO / CONSOLIDATED	pcs	25	25	4.50	9/15/25 (DR 22608)	0
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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