

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: 25-09-1131
Date: 2025-09-11
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% (± 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.
- The size/ label "ETHYL ALCOHOL" must not be smaller than 4mm height.

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

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	0		2	Undelivered
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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	0		2	Undelivered
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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 DISRIPTION**

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****ACCEPTANCE**Date Inspected: *9/11/25*Date Recieved: *9/11/25*☒ 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