

## **Quality Assurance Procedures During Sample Evaluation for Mass Production**

The supplier shall submit the samples to the location mentioned in the attached listing and the TWG will evaluate the sample based on the Technical Specifications.

### **TVL Cabinets**

#### **Submission of Sample Cabinets (Non-Collapsible and Collapsible)**

For Goods categorized as Mass Production, no sample submission is required before the issuance of the Notice to Proceed (NTP), however, submission of samples for evaluation shall take effect after the receipt of the NTP by the Manufacturer / Supplier.

Submit the following to DepEd Bureau of Learning Resources Manila immediately after the receipt of the NTP:

For collapsible cabinet – complete parts (not assembled) of one (1) unit cabinet

For non-collapsible cabinet – one (1) unit

#### **Sample Evaluation of Collapsible and Non-Collapsible Cabinets:**

- The evaluation/inspection shall be based on the technical specification and the Inspection and Test Protocol for science and math equipment cabinets.
- The Supplier shall assemble the parts of one (1) unit cabinet with the presence of the DepEd Inspectors (for collapsible cabinet).
- Conduct dimensional evaluation of length, width, height, thickness.
- Evaluate the paint applied to the cabinet to determine compliance to the technical specifications, which is powder coating.
- Conduct material, surface and performance evaluation, there must be no deformities, dents, breakage, sharp edges, cracks, and other deficiencies/defects. The doors, locks, drawers, and layers should function smoothly.
- The assembled cabinets will be subjected to stress test to establish the sturdiness by moving it sideways, forward, and backward and tilt 30 degrees both ways from the vertical position. During stress test, if the assembled cabinet is found not sturdy or unstable and defects will be noted, it will be ground for rejection. The DepEd Inspectors will discuss with Supplier to identify the areas that needs improvement and those that are not compliant to the technical specifications.

- If the first sample will be rejected, the supplier shall submit another one (1) set of not assembled cabinet and will be assembled with the presence of the DepEd Inspectors and will re-evaluated. The procedures will be repeated until the sample cabinet will be accepted and declared ready for mass production
- Provide QC PASSED stickers on the sample cabinet that passed the evaluation.
- The approved sample cabinet will be deposited and stored at DepEd Central Office, Bureau of Learning Resources stock room for the duration of the project/contract since it will be used as reference during the conduct of the pre-delivery inspection.
- The Supplier should pullout the failed or rejected sample cabinet.

Mass Production will start after the sample of the Goods to be mass-produced is officially approved by the PIU. Corresponding documents officially approving the Goods and authorizing mass production will be issued by the PIU.