

**Quality Assurance Procedures During Contract
Implementation**

Pre-delivery Inspection:

General Instructions:

- (a) The technical specifications in the Contract and the approved sample will be used as reference during inspection. In case of deviations of the approved sample/s from the technical specifications, the approved sample/s will be used as final reference;
- (b) The Inspection and Test Protocol shall guide the conduct of the inspection.
- (c) The quantity is one of the factors in deciding for a random or 100% inspection. For items with large volume to be inspected, the inspection will start with random inspection using sampling plan prepared by the Project Implementing Unit (PIU), however, it can shift to 100% inspection if the quality of the goods is found poor as manifested by high percentage of rejection. For small volume items, the type of inspection is usually 100%.
- (d) The Supplier will send request for inspection stating the goods to be inspected and the corresponding quantity to PIU. The Supplier shall ensure that the goods for inspection are available in their warehouse in the Philippines.
- (e) The Supplier in coordination with the DepEd Inspectors shall prepare the inspection area, to ensure smooth inspection flow. The inspection area should have enough space and well ventilated.
- (f) DepEd Inspectors and the Supplier or his/her authorize representative must sign the Inspection Report as proof in conducting the inspection.

Preparation by the Supplier During Pre-Delivery Inspection:

1. To fast-track the inspection especially that the cabinets are heavy, enough lifting equipment and personnel should be available.
2. There should be enough personnel who will be assigned to assist the DepEd inspectors.

Conduct of the Pre-Delivery Inspection of Collapsible Cabinets:

1. Inspection of the goods shall be based on the sampling inspection plan prepared by the Procuring Entity; however, 100% inspection shall be adopted if the situations find it necessary. Sampling for the collapsible cabinet:

Maximum Lot size: 200 units of cabinets

Sample Size: Randomly select 10% or 20 still collapse cabinets

2. Subject the not assembled parts of the 20 units cabinet to dimensional evaluation based on the technical specifications and the approved sample. The lot of 200 cabinets will be accepted if zero non-conforming and will be rejected if there is one (1) non-conforming. The supplier based on the findings of the DepEd Inspectors will sort the rejected lot.
3. From the parts of the 20 units not assembled cabinets, randomly select five (5) units and have it assembled by the Supplier
4. The assembled five (5) unit cabinets will be evaluated or inspected in the following areas: material, surface finish, dimensional, 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.
5. Do dimensional evaluation of length, width, height, and thickness of material.
6. Evaluate the paint applied to the cabinet to determine compliance to the technical specifications, which is powder coating.
7. The assembled cabinets will be subjected to stress test by moving it sideways, forward, and backward and tilt 30 degrees both ways from the vertical position. During stress test, if one assembled cabinet is found not sturdy and defects will be noted, the 200 collapse cabinets will be rejected and turn-over to the supplier for rectification or replacement. The rectified and replacement cabinets should the same inspection procedures.
8. The delivery to the recipient schools will be the collapsed or not assembled cabinet hence the "QC PASSED" sticker should be placed in one of the parts that will be easily seen or recognized once the cabinet is assembled.

The Supplier upon delivery shall properly assemble the cabinets at the recipient school. The Procuring Entity shall make no payment to the Supplier if the cabinets are found not properly assembled or the assembly is defective as confirmed by the School Head in their comments/findings in the IAR and QRTQ.