

***SUPPLY AND DELIVERY OF 2,882 SCIENCE AND MATHEMATICS EQUIPMENT  
PACKAGES TO 584 PUBLIC JUNIOR HIGH SCHOOLS  
FOR GRADES SEVEN (7) TO TEN (10)***

**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 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 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.
- (g) To ensure compliance to the material specifications, the procuring entity may conduct a random material test during contract implementation. The PIU will randomly select the specimen and submit it to DOST. The Supplier will shoulder the cost of testing. If the test result is not compliant to the technical specifications, the affected goods will be rejected. The supplier is required to replace the rejected goods of the same brand and compliant to the technical specifications. However, the material of the replacement goods shall be tested at the government testing facilities and the cost will be charged to the supplier.
- (h) Change of the approved samples during contract implementation is not allowed.
- (i) All applicable terms and conditions mentioned in the previous bidding/contract documents related to this project but not mentioned in this TOR will be considered.
- (j) All chemicals must have a minimum life (expiration) of two years reckoned from the month and year delivered to the recipient schools.

**I) Laboratory Glass Wares and Plastic Wares with Graduations and Markings (Market Items):**

- (a) Conduct visual inspection. There must be no trapped air bubbles, deformities, breakage, chipped edges, sharp edges, cracks, and other deficiencies/defects. Printed graduations and/or markings must be clear, legible, in standard form (e.g., abbreviation of centimeter is in small letters "cm"), correct spelling, and could not be scratched off/peeled off.
- (b) Do dimensional inspection through linear measurement of the height, width, length, diameter, depth, and/or thickness.

- (c) Do volumetric test, with reference to a standard graduated cylinder, to check the accuracy of the printed graduations and verify whether the required minimum/maximum (volumetric) capacity of the glass or plastic ware, as stipulated in the technical specifications, is met.
- (d) For borosilicate glass material, do the refractive-index test (by submerging the glass into glycerine) to determine whether the glass material is borosilicate. Substances with almost the same refractive indexes like glycerin and borosilicate glass, the material cannot be distinguished from each other.
- (e) For alcohol thermometer, there must be no trapped air (or discontinuity) in the alcohol column. Validate also, the accuracy of the printed graduations by conducting a boiling-point test wherein the alcohol thermometer and a standard reference mercury thermometer are, together, immersed into water (up to their immersion lines) and the water is then heated to its boiling point. The reading of the alcohol thermometer and the reference mercury thermometer should be the same.
- (f) Quality control product markings are required, such as CE, ISO ASTM, PS, and the likes. If not available, the Supplier is required to submit quality assurance certificate/s issued by the manufacturer/s.
- (g) Non-compliance with the technical specifications and/or approved sample will be the basis for the rejection of the item/s.
- (h) Turnover rejected goods to the Supplier for replacement. The replacement goods will be subjected to the inspection procedure.

**II) Laboratory Glass Wares and Plastic Wares without Graduations and Markings, including Porcelain Wares (Market Items):**

- (a) Conduct visual inspection. The material must conform with the approved sample and/or technical specifications. There must be no trapped air bubbles, deformities, breakage, chipped edges, sharp edges, cracks, and other deficiencies/defects.
- (b) Do dimensional inspection through linear measurement of the height, width, length, diameter, depth, and/or thickness.
- (c) Do volumetric test to check whether the required minimum/maximum (volumetric) capacity, as stipulated in the technical specifications, is met.
- (d) For borosilicate glass material, do the refractive-index test (by submerging the glass into glycerine) to determine whether the glass material is borosilicate. Substances with almost the same refractive indexes like glycerin and borosilicate glass, the material cannot be distinguished from each other.
- (e) Quality control product markings are required, such as CE, ISO ASTM, PS, and the likes. If not available, the Supplier is required to submit quality assurance certificate/s issued by the manufacturer/s.
- (f) Non-compliance with the technical specifications and/or approved sample will be the basis for the rejection of the item/s.
- (g) Turnover rejected goods to the Supplier for replacement. The replacement goods will be subjected to the same inspection procedure.
- (h) Provide QC PASSED sticker for goods that are compliant to the technical specifications and the approved sample.

**III) Science Equipment and Mathematics Equipment (Market Item):**

- (a) Conduct visual inspection. The material/s must conform with the approved sample and/or technical specifications. There must be no breakage, peeled-off paint, chipped edges, sharp edges, cracks, scratches, and other deficiencies/defects.
- (b) Do dimensional inspection. Measure the height, width, length, diameter, depth, and/or thickness.

- (c) Printed graduations and/or markings must be clear and legible and in standard form (e.g., abbreviation of centimeter is in small letters “cm”) and could not be easily scratched off/peeled off.
- (d) All markings/labels must be in correct spelling.
- (e) Do functionality test to validate the level of performance and accuracy of the equipment.
- (f) Quality control product markings are required, such as CE, ISO ASTM, PS, and the likes. If not available, the Supplier is required to submit quality assurance certificate/s issued by the manufacturer/s.
- (g) Non-compliance with the technical specifications and/or approved sample will be the basis for the rejection of the item/s.
- (h) Turnover rejected goods to the Supplier for replacement. The replacement goods will be subjected to inspection procedure.
- (i) Provide QC PASSED sticker for goods that are compliant to the technical specifications and the approved sample.