

**Quality Assurance Procedures During Sample Evaluation for Market Goods**

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 Tools and Equipment:**

Submission of Samples:

The Supplier should submit sample of every good that the BAC requires for evaluation by the TWG during post qualification evaluation of the bids.

The submission of samples must be guided by the list of sample location found in the bidding documents. The BAC will inform the Suppliers on the date and time to submit the samples.

During Testing:

- Maximum of two (2) bidder’s representative (regardless of the number of lots) shall set-up the items/demo units for evaluation and witness the testing and evaluation of samples.
- Upon set-up and prior to the conduct of actual testing by the TWG, the supplier’s representatives shall assist the TWG in the conduct of physical inspection of the items.
- The BAC Secretariat and TWG shall be the only official photographer/videographer who will cover the whole testing procedures.

Evaluation of Samples:

- (a) Conduct visual evaluation. The material/s must conform with the technical specifications. There must be no breakage, peeled-off paint, chipped edges, sharp edges, cracks, scratches, and other sign of deficiencies/defects.
- (b) Do dimensional evaluation. Measure the height, width, length, diameter, depth, and/or thickness, etc.
- (c) Printed graduations and/or markings must be clear and legible and in standard form (e.g., abbreviation of centimeter must be in small letters “cm”) could not be scratched off/peeled off and in correct spelling.

- (d) Do functionality test to validate the level of performance and accuracy of the sample/s.
- (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 within the duration of the post-qualification period. Certificate issued by the supplier who is found not the real manufacturer but just a trader is invalid.
- (f) Non-compliance with the technical specifications will be the basis for the rejection of the sample/s (or rating the sample/s as “FAILED”).
- (g) The Inspection and Test Protocol will serve as guide during the conduct of the sample evaluation and pre-delivery inspection.

### **Replacement of Samples**

Bidders whose samples failed the technical specifications shall be given three (3) days upon receipt of the notice from the BAC to replace their failed samples. Replacement of samples may be allowed only once. The failure of the replacement sample to comply with the technical specification shall be a ground of disqualification.