

**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 those that 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.