

**GUIDELINES ON INSPECTION, DELIVERY,  
ACCEPTANCE, AND DOCUMENTATION OF THE TVL  
TOOLS AND EQUIPMENT**

**SUPPLIER’S RESPONSIBILITIES**

- Provide BLR Cebu with the final schedule of the pre-delivery inspection to be conducted at the Supplier’s warehouse in the Philippines and the schedule of delivery to the recipient schools. The schedule of delivery should be submitted two (2) months prior to its implementation.
- Immediately coordinates with BLR Cebu on changes in the pre-delivery inspection and delivery schedule due to unavoidable circumstances (i.e. natural calamities, peace and order condition, etc).
- Provides assistance to the Procuring Entity’s Quality Control Inspection Team during the conduct of the pre-delivery inspection at the Supplier’s warehouse in the Philippines.
- The Goods that passed the pre-delivery Quality Control Inspection conducted should be packed in a sturdy package that can withstand and protect it from rough and bad condition during delivery including exposure to rain, sea breeze, extreme temperature, and precipitation pursuant to Section V. Special Conditions of Contract (GCC) on Packaging. The Supplier should make sure that the package is properly sealed and the seal is not broken until it arrives to the recipient school.
- Should make sure that complete set of delivery documents is packed in a tightly sealed plastic pouch and placed inside one of the delivery boxes or hand carried by the forwarder/supplier’s representative.
- The Supplier must ensure that cabinets delivered are properly installed and mounted at the Central Office or recipient school’s designated area or proper location prior to formal acceptance of the items by the Central Office or recipient school, as the case may be. Acceptance of the said items shall only be made after proper assembly and installation.
- Prepares six (6) copies each of the Delivery Receipt and Master Packing List for each recipient school.  
*Copies distributed to:* Recipient School, Division Office, DepEd Central Office Accounting/COA (original), DepEd Central Office Asset Management Division, BLR Cebu, and one copy to be retained by the Supplier. The copies for the Division Office and DepEd Central Offices, and BLR-Cebu, should be submitted by the supplier to the concerned offices.
- Make sure that the Goods to be delivered to the recipient schools conform to the requirements of the contract and passed Quality Control Inspection.

### **PROJECT IMPLEMENTING UNIT (PIU)**

- BLR Cebu, as the Project Implementing Unit (PIU), coordinates with the Supplier in implementing the final schedule of the pre-delivery inspection and delivery.
- Spearheads the deployment of the Procuring Entity's Quality Control Inspectors that will conduct the pre-delivery inspection at the Supplier's warehouse in the Philippines.
- The Inspectors provide QC PASSED sticker on the Goods that passed the quality inspection standards.
- The Goods that passed the inspection will be packed in a sturdy packaging by the Supplier and sealed by DepEd Inspectors who will affix their signatures on the packaging/sealing tapes. The inspectors should make sure that the Goods that failed during inspection would not be included in the package that will be delivered to the schools.

### **DELIVERY: SUPPLIER**

- Delivery shall be done on weekdays (Monday – Friday) only during office hours.
- **The Supplier/Forwarder should make sure that complete lots of the procured Goods and the corresponding delivery documents, as per contract of this project and passed the Quality Control Inspection will be delivered to the recipient schools. No payment shall be made for incomplete delivery and/or wrong delivery to non-recipient schools.**
- Delivery to recipient schools must observe the delivery schedule agreed by the Supplier and the PIU.
- Informs the recipient school head or his/her authorized representative ten (10) calendar days before the arrival of the Goods at school to ensure the presence of the authorized receiving personnel and the Third Party Monitor.
- If delays will occur due to the natural or man-made calamities, the incident should be properly documented. The Supplier/Forwarder should obtain certification from the concerned government entity attesting to the cited conditions that caused delay of the delivery, a copy of which should be part of the set of delivery documents that will be submitted to BLR Cebu and DepEd Central Office.
- The Supplier should make sure that all the delivery documents are properly accomplished, accounted, and signed by the authorized receiving personnel of recipient schools and the third-party monitors.
- The Supplier should give copy of the duly accomplished delivery documents to the recipient school, Third-Party Monitor (IAR only), the Schools Division Office (SDO) and the Regional Office (IAR only). The remaining copies should be submitted as follows:
  - a) For DepEd Central Offices (Accounting and COA) [one original set only] and Asset Management Division (AMD) [one set]
  - b) For BLR Cebu (one set)

## **RECEIVING: INVENTORY/INSPECTION/ACCEPTANCE:**

### **RECIPIENT SCHOOL**

- The Goods that passed the pre-delivery Quality Control Inspection conducted by the Procuring Entity's Inspection Team will be delivered to the drop-off point, the recipient school.
- The Inspection Team of the recipient school of which the members are designated by the school head, together with the Third-Party Monitors (Barangay Officials, PTCA, NGOs, etc), should conduct inventory and final acceptance of the delivered Goods to validate the completeness and the condition of the Goods as it arrived.
- The School Inspection Team will properly accomplish the delivery documents, retain copies for the school, and return the remaining copies to the forwarder who will distribute it to the concerned offices. The Inspection and Acceptance Report (IAR) should be signed by the School Inspectorate Team and the Property Custodian pursuant to DepEd Order No. 42 series of 2018.
- **To ensure the quality and correctness of the delivered Goods, the School Inspection Acceptance Team should not accept delivery with broken seal or open package.**

### **DELIVERY DOCUMENTS:**

#### **TO BE ACCOMPLISHED BY SCHOOL INSPECTION TEAM**

##### **Government Forms/Documents:**

- a) Inspection and Acceptance Report (IAR) **eight (8) copies** –Copy distribution: Recipient School and Third-Party Monitor, Schools Division Office, Regional Office, DepEd Central Office: Asset Management Division and Accounting / COA (original copy), BLR Cebu, Supplier. The Inspection and Acceptance Report (IAR) should be signed by the School Inspectorate Team and the Property Custodian pursuant to DepEd Order No. 42 series of 2018. The Third-Party Monitor will sign the IAR as witness to the delivery.
- b) Quality Receiver Test Questionnaire (QRTQ) **three (3) copies** Copy distribution: DepEd Central Office Asset Management Division, BLR-Cebu (original copy) and Supplier. This document will manifest any damage and breakage on the Goods delivered. It will serve as basis for any claim to repair or replace the broken, damaged, defective or missing goods during delivery.
- c) Property Transfer Report (PTR) **two (2) copies** - it will document the transfer of property from DepEd Central Office to the Recipient School. To be signed by the School Head or his/her

authorized representative, as the Procuring Entity's representative at the Project Site or Drop-off Point. Copy distribution: DepEd Central Office Asset Management Division (original copy) and Recipient School.

The signatories of the IAR are the members of the School Inspection and Acceptance Team designated by the School Head composed of the following:

**School Inspection Acceptance Team (SIT)**

Inspection Aspect:

- a. Team Leader who is at least 2<sup>nd</sup> ranking official of the recipient school
- b. Two inspectors, a science and mathematics teachers who are knowledgeable of the delivered goods

Acceptance Aspect:

- c. Property Officer or Authorized Representative

**Third Party Monitors:**

- i. Civil Society/NGO/PTCA/Barangay Official, etc

**(Note: The School Head should facilitate the invitation of the Third Party Monitors and ensure their presence on the delivery schedule)**

**Manufacturer/Supplier's Document:**

- a) Delivery Receipt (DR) - six (6) copies; Copy distribution: Recipient School, Schools Division Office, DepEd Central Office Asset Management Division, Accounting/COA (original copy), BLR Cebu, and Supplier
- b) Master Packing List (MPL) - six (6) copies; Copy distribution: Recipient School, Schools Division Office, DepEd Central Office Asset Management Division, Accounting/COA, BLR Cebu, and Supplier.