

Quality Assurance Procedures During Sample Evaluation

General Requirements:

- Domestic Preference for mass-produced goods for easier monitoring.
- Require the manufacturer of the mass-produced and market goods Manufacturing Quality Assurance Certification issued by international or local certifying body such as but not limited to ISO, CI, ASTM, PS (for locally manufactured products), etc.
- The supplier shall submit certification under oath that the tools and equipment supplied is non-toxic, lead free, and mercury free.
- All cost of material test that will be conducted for the samples of the mass-produced goods shall be charged to the supplier.
- 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. The Supplier will shoulder the cost of material testing at any government accredited testing facilities. 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 accredited testing facilities and the cost will be charged to the supplier.
- The Inspection and Test Protocols shall serve as guide during sample evaluation.
- For Goods categorized as Mass Production, no sample submission is required before the issuance of the Notice to Proceed (NTP). However, submission of samples for evaluation shall take effect after the receipt of the NTP by the Manufacturer / Supplier.

I. Cabinets

Collapsible Cabinets

Submission of Samples

For Collapsible Cabinets, no sample submission is required before the issuance of the Notice to Proceed (NTP). However, submission of samples for evaluation shall take effect after the receipt of the NTP by the Manufacturer / Supplier.

Submit one (1) unit of unassembled (collapsed) cabinet to DepEd Bureau of Learning Resources Manila after the receipt of the NTP.

Sample Evaluation

1. The evaluation/inspection shall be based on the technical specification and the Inspection and Test Protocol for cabinets.
2. Conduct thorough evaluation of the unassembled (collapsed) one (1) unit cabinet based on the technical specifications.
3. Conduct visual evaluation. The material must conform to the technical specifications. There must be no deformities, dents, breakage, sharp edges, cracks, and other deficiencies/defects.
4. Do dimensional evaluation through linear measurement of length, width, height, thickness, etc.
5. The paint applied to the cabinet should be evaluated to determine compliance to the technical specifications, which is powder coating.
6. If the unassembled part(s) of the cabinet will pass the visual and dimensional inspection, the supplier shall assemble the parts for further evaluation.
7. If a part or parts of the unassembled cabinet will not conform to the technical specification, the set will be rejected, and the supplier shall submit another one (1) set of unassembled cabinet for re-evaluation. The DepEd Inspectors will discuss the cause of rejection.
8. The assembled cabinet 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 the assembled cabinet is found not sturdy and defects will be noted, it will be ground for rejection.
9. If the cabinet will be rejected, the DepEd Inspectors will discuss with Supplier to identify the areas that needs improvement and those that are not compliant to the technical specifications.
10. If the item will pass inspection, The DepEd Inspector shall attach QC PASSED sticker on the approved sample cabinet.
11. The approved samples will be stored at DepEd Central Office, Bureau of Learning Resources for the duration of the project/contract since it will be used as reference during the conduct of the pre-delivery inspection.

II. Workbench

Submission of Samples

Submit one (1) unit workbench to DepEd Bureau of Learning Resources Manila after the receipt of the NTP.

Sample Evaluation

1. The evaluation/inspection shall be based on the technical specification and the Inspection and Test Protocol.
2. Conduct thorough evaluation of the one (1) unit workbench based on the technical specifications.
3. Conduct visual evaluation. The material must conform to the technical specifications. There must be no deformities, dents, breakage, sharp edges, cracks, and other deficiencies/defects.

4. Do dimensional evaluation through linear measurement of length, width, height, thickness, etc.
5. The paint applied to the cabinet should be evaluated to determine compliance to the technical specifications.
6. The workbench will be subjected to stress test by moving it sideways, forward, and backward. During stress test, if the item is found not sturdy and defects will be noted, it will be ground for rejection.
7. If the item is rejected, the DepEd Inspectors will discuss with Supplier to identify the areas that needs improvement and those that are not compliant to the technical specifications.
8. If the item passed the inspection, The DepEd Inspector shall attach QC PASSED sticker on the approved sample.
9. The approved samples will be stored at DepEd Central Office, Bureau of Learning Resources for the duration of the project/contract since it will be used as reference during the conduct of the pre-delivery inspection.

Mass Production will start after the sample of the Goods to be mass-produced is officially approved by the PIU. Corresponding documents officially approving the Goods and authorizing mass production will be issued by the PIU.