

Quality Assurance Procedures During Contract Implementation

Pre-Distribution Inspection:

I. Pre-Distribution Inspection:

General Instructions:

- (a) The Supplier shall 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.
- (b) The Supplier in coordination with the DepEd Inspectors shall prepare the inspection area, to ensure smooth inspection flow. The inspection area shall have enough space and well ventilated.
- (c) The technical specifications in the Contract and the approved sample shall be used as reference during inspections. In case of deviations of the approved sample/s from the technical specifications, the approved sample/s shall be used as final reference; Change of approved sample is not allowed.
- (d) The Inspection and Test Protocol shall guide the conduct of the inspections.
- (e) Inspection shall be based on the sampling plan prepared by the Project Implementing Unit (PIU), while all electrical items shall be subjected to 100% functionality testing.
- (f) The conduct of the Pre-Distribution Inspection shall be properly documented by the DepEd Inspection Team including the taking of pictures to the goods inspected and the execution of the actual inspection.
- (g) DepEd Inspectors shall prepare an inspection report and the Supplier or his/her authorize representative must sign the Inspection Report.
- (h) The goods shall pass the international or local quality control standard such as ISO, CI, ASTM, etc. for imported goods and PS mark for locally produced goods. A sticker shall be found in the goods or submit documents that the manufacturer not the supplier is ISO, CI, ASTM certified on quality process only. The Procuring Entity shall conduct validation of the submitted documents.

Collapsible Cabinets:

Preparation by the Supplier:

1. To fast track the inspection especially that the cabinets are heavy, lifting equipment and personnel shall be available and ready to assist the DepEd inspectors.

Conduct of the Pre-Distribution Inspection by the DepEd Inspectors:

1. Inspection of the goods shall be based on the random sampling inspection plan prepared by the Procuring Entity. The Sampling Plan for collapsible cabinets that shall be subjected to thorough quality control inspection based on the technical specifications and the approved samples is as follows:

Maximum Lot size: 200 units of collapse or not assembled cabinets.

Sample Size: Randomly select and inspect each part of the 32 still collapse or not assembled cabinets.

Acceptance Quality Level (normal inspection):

Accept the lot of 200 units if the 32 samples size have zero non-conformance.

Reject the lot size of 200 units if any part of the 32 collapsible cabinet did not conform with the technical specification.

The supplier shall sort the rejected lot and submit for re-inspection the sorted lot of 200 units of not assembled cabinets.

2. Conduct visual inspection. There must be no deformities, breakage, sharp edges, dents, cracks, and other deficiencies/defects.
3. Do dimensional inspection through linear measurement of the length, width, height, thickness, etc.
4. Conduct powder-coating test to ensure that surface coating is powder coat not liquid paint and to validate the quality of the powder coat.
5. Assemble three (3) units collapse cabinets taken from the 32 units that passed the dimensional inspection and another three (3) units of collapse cabinet from the remaining 168 units from the same lot.
6. The six (6) assembled cabinets shall be subjected to visual inspection, dimensional inspection, and stress test by moving it sideways, forward, and backward and tilt 30 degrees both ways from the vertical position. During stress test, if at least one assembled cabinet from one lot is found not sturdy and defects shall be noted, the defective collapse cabinet(s) shall be rejected and turn-over to the supplier for rectification. The rectified cabinet(s) shall be submitted for re-inspection following the same inspection procedures until such time that it shall pass the evaluation.
7. DepEd Inspector shall attach "QC PASSED" sticker on the topmost part of the knockdown-state cabinet, which passed the inspection to provide

information to the School Inspection and Acceptance Team (SIAT) that cabinets passed the Pre-Distribution Inspection at the collapse state but still subject to final inspection by the SIAT after assembly at the recipient school.

The Supplier upon delivery shall properly assemble the cabinets at the recipient school. The Procuring Entity shall make no payment to the Supplier if the cabinets are found to be a) not assembled; b) assembly is defective as confirmed by the School Head in their comments/findings in the IAR and QRTQ; and c) not place in the proper location as recommended by the school head or his/her authorized representative/s such as Science Laboratories or any other locations.

GUIDELINES ON INSPECTION, DELIVERY, ACCEPTANCE, AND DOCUMENTATION OF THE SCIENCE AND MATHEMATICS EQUIPMENT

SUPPLIER'S RESPONSIBILITIES

- Provide BLR Cebu with the final schedule of the Pre-Distribution 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 shall be submitted two (2) months prior to its implementation.
- Immediately coordinates with BLR Cebu on changes in the Pre-Distribution Inspection and delivery schedule due to unavoidable circumstances (i.e., natural calamities, peace, and order condition, etc.).
- Provide BLR Cebu with the Request for Pre-Distribution Inspection indicating the quantity and goods for inspection two weeks (14 Calendar Days) prior to actual inspection, attaching the internal Quality Control inspection report.
- Quantities reflected in the Request for Pre-Distribution Inspection shall be the result of the actual inventory of the supplier after they have conducted their internal Quality Control procedures.
- Provides assistance to the Procuring Entity's Quality Control Inspection Team during the conduct of the Pre-Distribution Inspection at the Supplier's warehouse in the Philippines.
- The Goods that passed the pre-delivery Quality Control Inspection conducted shall be packed in a sturdy package that can withstand and be protected 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.
- Make sure that the delivery box is properly packed, and the seal, signed by the DepEd Inspector is not broken or peeled-off until it reaches the recipient school.
- Shall make sure that complete set of delivery documents (Master Packing List (MPL), Delivery Receipt (DR), Inspection and Acceptance Report (IAR), Quality Receiver and Test Questionnaire (QRTQ), and Property Transfer Receipt (PTR)) is packed in a tightly sealed plastic pouch and placed inside in (1) one of the delivery boxes or hand carried by the forwarder/supplier's representative.
- Shall pick-up the PIU Delivery Documents (IAR and QRTQ) from BLR Cebu Office while the PTR from DepEd Central Office – Asset Management Division that shall be distributed in one (1) complete set of Delivery Documents to:
 - a) Recipient School – (IAR, QRTQ, and PTR)
 - b) Third-Party – (IAR)
 - c) Schools Division Office – (IAR)
 - d) Regional Office – (IAR)
 - e) DepEd Central Office Accounting/COA – (IAR, and PTR)
 - f) DepEd Central Office Asset Management Division – (IAR, and PTR)
 - g) BLR Cebu – (IAR, QRTQ)
 - h) One copy to be retained by the Supplier – (MPL, DR, IAR, QRTQ)
- Make sure that all the Delivery Documents for each receiving office are properly and duly signed by the authorized signatories.
- Prepares (6) copies each of the Delivery Receipt and Master Packing List with corresponding Contract Number and distributes accordingly:
 - a) Recipient School – (MPL, DR)
 - b) Schools Division Office – (MPL, DR)
 - c) DepEd Central Office Accounting/COA (original) – (MPL, DR)

- d) DepEd Central Office Asset Management Division – (MPL, DR)
- e) BLR Cebu – (MPL, DR)
- f) One copy to be retained by the Supplier – (MPL, DR)

- Make sure that the Goods to be delivered to the recipient schools conform to the requirements of the contract and passed the DepEd’s Quality Control Inspection.
- Prepares and submit sample training video on the items with training component specified in the Contract, specifically the Technical Specifications to be evaluated and approved by the PIU at most 30 days before the first Pre-Distribution Inspection. Only PIU approved training video shall be mass produced.
- Provide copy of PIU approved training videos (MP4 Format) in a universal serial bus (USB) flash drive to all recipient schools together with the goods.

PROJECT IMPLEMENTING UNIT (PIU)

- BLR Cebu, as the Project Implementing Unit (PIU), coordinates with the Supplier in implementing the final schedule of the Pre-Distribution Inspection and delivery.
- In coordination with the Contract Management Division (CMD) and Asset Management Division (AMD) deploys the DepEd Quality Control Inspectors who shall conduct the Pre-Distribution Inspection at the Supplier’s warehouse in the Philippines at most two weeks (14 days) after the receipt of the Request for Pre-Distribution Inspection.
- BLR Cebu Office prepares Delivery Documents (IAR and QRTQ) while DepEd Central Office – Asset Management Division prepares the PTR to be picked up by the supplier.
- Evaluates and approves submitted sample training video by the supplier.
- The DepEd inspector shall only inspect the goods as indicated in the Supplier’s Request for Pre-Distribution Inspection.
- The DepEd Inspectors shall attach QC PASSED sticker on the Goods that is possible to attach the sticker and, on the packaging, that passed the quality inspection standards.
- DepEd Inspector shall seal the package for delivery by affixing their signatures on the packaging/sealing tapes.
- The DepEd inspectors shall monitor that no rejected Goods shall be included in the packages that shall be delivered to the schools.
- Provide Recipient Schools with the tentative schedule of the delivery, copies of the Technical Specification and Test & Inspection Protocol and the Google Form link(s) for uploading of the signed delivery documents and digital pictures.

DELIVERY:

SUPPLIER

- The Supplier/Forwarder shall make sure that the packages of the procured Goods and the corresponding delivery documents, as per contract of this project that passed the Pre-Distribution Inspection, shall be delivered to the recipient schools. No payment shall be made for incomplete delivery and/or wrong delivery to non-recipient schools.
- Delivery shall be done on weekdays (Monday – Friday) only during office hours.

- Delivery to recipient schools must observe the submitted delivery schedule by the Supplier to the PIU.
- Informs the School Head of the recipient school or his/her authorized representative three (3) calendar days before the arrival of the Goods at the school to ensure the presence of the authorized receiving personnel and the Third-Party Monitor.
- If delays shall occur due to the natural calamities or man-made interference, the incident shall be properly documented. The Supplier/Forwarder shall obtain certification from the concerned government entity attesting to the cited conditions that caused delay of the delivery, a copy of which shall be part of the set of delivery documents that shall be submitted to BLR Cebu and DepEd Central Office.
- Shall 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.
- Shall give copy of the duly accomplished one (1) complete set of Delivery Documents to:
 - a) Recipient School – (MPL, DR, IAR, QRTQ, and PTR)
 - b) Third-Party – (IAR)
 - c) Schools Division Office – (MPL, DR, IAR)
 - d) Regional Office – (IAR)
 - e) DepEd Central Office Accounting/COA (original) – (MPL, DR, IAR, and PTR)
 - f) DepEd Central Office Asset Management Division – (MPL, DR, IAR, and PTR)
 - g) BLR Cebu – (MPL, DR, IAR, QRTQ)
 - h) One copy to be retained by the Supplier – (MPL, DR, IAR, QRTQ)

RECEIVING: INVENTORY/INSPECTION/ACCEPTANCE:

RECIPIENT SCHOOL

- The Inspection and Acceptance 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.), shall conduct inventory.
- Pursuant to DepEd Order No. 42 series of 2018, the members of the Inspectorate Team shall conduct inspection of the Goods and properly and legibly accomplish and sign the inspection portion of the IAR while the Property Custodian shall accomplish and sign the acceptance portion of the IAR only after the Inspectorate Team have signed the inspection portion.
- The Property Custodian/Supply Officer shall retain the accomplished and signed School Copy of the MPL, DR, IAR, QRTQ, and PTR.
- The Property Custodian/Supply Officer shall give back the remaining copies to the Supplier/Forwarder who shall distributed them to the concerned offices.
- School Head shall ensure that the Property Custodian and the members of the Inspectorate Team shall be available during the delivery.
- To ensure the quality and correctness of the delivered Goods, the School Inspectorate and Acceptance Team shall reject/not accept delivery with broken seal or open package.
- The School official shall make sure that digital pictures of the accomplished (signed) delivery documents are taken and upload it in the Google Form using

the link(s) that shall be provided by BLR Cebu and shall also take digital pictures during receiving and inspection of the goods within two (2) days after the delivery.

PROJECT IMPLEMENTING UNIT (PIU)

- Shall monitor the actual delivery of the Goods to the Recipient Schools.

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) shall be signed by the School Inspectorate Team and the Property Custodian pursuant to DepEd Order No. 42 series of 2018. The Third-Party Monitor shall 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 shall manifest any damage and breakage on the Goods delivered. It shall 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 shall 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 the 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 2nd ranking official of the recipient school
- b. Two inspectors, a science and/or mathematics teachers who are knowledgeable of the delivered goods.

Acceptance Aspect:

- c. School Property Custodian/Supply Officer or Authorized Representative

Third Party Monitors:

- d. Civil Society Organization/NGO/PTCA/Barangay Official, etc.

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