

(Letterhead)

(Date)

NOTICE OF INSPECTION
Contract Management Division

TO : _____

Dear _____:

This notice of inspection is hereby issued to your firm in connection with your attached request for **[pre-delivery inspection or inspection (whichever is applicable)]** dated _____.

Attached for your reference are the copies of designations of inspectors dated _____, _____, and _____, for the **[pre-delivery inspection/inspection (whichever is applicable)]**.

The particulars of the **[pre-delivery inspection/inspection]** are as follows:

Project Name : _____
Contract No. : _____
Total Contract Price: _____
Date and Time of Inspection: _____
Inspection Site: _____
Items for Inspection:

Item No.	Item Description	Requested Quantity for Inspection

Chief Administrative Officer/
Supervising Administrative Officer

PRE-DELIVERY INSPECTION/INSPECTION REPORT

Supplier:				
Project Title:				
Contract No.:				Lot No:
Inspection Order Ref. No. & Date:				Date of Inspection:
Inspection Technique used: <input type="checkbox"/> By Item (100%) <input type="checkbox"/> By Sampling Sampling Type: <input type="checkbox"/> Simple Random <input type="checkbox"/> Interval <input type="checkbox"/> Cluster <input type="checkbox"/> Stratified Random Sample Size (%): _____ RQL (%): _____				
Item No.	Item Description	Unit of Measurement	Quantity	Remarks (indicate also if passed/failed)
Notes, if any:				
Inspection Team (Signature over Printed Name)				
_____ Member, Asset Management Division		_____ Team Leader, (End-user Unit)		
_____ Member, Accounting Division		_____ Member, (End-user Unit)		

Conforme: (Signature over Printed Name)

Supplier's Representative
(indicate name of firm)

(End-user Unit Letterhead)
SAMPLING PLAN

Project: _____
 Contract No.: _____ Lot No.: _____
 Description: _____
 Supplier: _____
 Sampling Technique: _____ Schedule of Inspection: _____

No.	Item Description	Total Contracted Quantity	Requested Quantity for Inspection	Sample Size (rate & quantity)	Rejectable Quality Level (RQL) (rate & quantity)	Remarks
Notes:						

Prepared by: _____

Approved by: _____

 Designation
 (Signature over Printed Name)

 Designation
 (Signature over Printed Name)

(Letterhead)

(Date)

DESIGNATION OF INSPECTORS

(End-user Unit)

INSPECTION TEAM:

1. Team Leader: _____
Plantilla Item: _____
2. Member: _____
Plantilla Item: _____
3. Member: _____
Plantilla Item: _____

The above-named personnel are hereby designated inspection team members, pursuant to DepEd Order No. ____ s. 2023 to conduct **[pre-delivery inspection (PDI)/inspection (whichever is applicable)]** of the goods supplied by the **[Supplier]**.

The particulars of the **[pre-delivery inspection/inspection]** are as follows:

Project Name : _____
 Contract No. : _____ Lot No.: _____
 Total Contract Price: _____
 Requested Date and Time of Inspection: _____
 Inspection Site: _____
 Items for Inspection:

Item No.	Item Description	Requested Quantity for Inspection

The **technical specifications** of the goods/items herein mentioned, **Inspection Protocol**, and the **Sampling Plan** are attached for reference.

 Director/Chief of Division

Encl.: as stated

(Letterhead)

(Date)

DESIGNATION OF INSPECTORS
(Accounting Division/AMD)

INSPECTION TEAM:

- 1. Member: _____
Plantilla Item: _____

- 2. Member: _____
Plantilla Item: _____

The above-named personnel are hereby designated inspection team members, pursuant to DepEd Order No. ____ s. 2023 to conduct **[pre-delivery inspection (PDI)/inspection (whichever is applicable)]** of the goods supplied by the **[Supplier]**.

The particulars of the **[pre-delivery inspection/inspection]** are as follows:

Project Name : _____
Contract No. : _____ Lot No.: _____
Total Contract Price: _____
Requested Date and Time of Inspection: _____
Inspection Site: _____
Items for Inspection:

Item No.	Item Description	Requested Quantity for Inspection

Director/Chief of Division