

**QUALITY ASSURANCE PROCEDURES DURING CONTRACT  
IMPLEMENTATION**

**PRE-DELIVERY INSPECTION:**

**I. General Instructions:**

1. 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 prevail;
2. The quantity is one of the factors in deciding for a random or 100% inspection.
  - 2.a 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.
  - 2.b For small volume items, the type of inspection is usually 100%.
3. The Supplier will 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.
4. The Supplier in coordination with the DepEd Inspectors shall prepare the inspection area, to ensure smooth inspection flow. The inspection should have enough space for the conduct of the inspection and well ventilated.
5. DepEd Inspectors and the Supplier or his/her authorize representative must sign the Inspection Report.
6. The Inspection and Test Protocol specific to the goods shall serve as guide during conduct of inspection.

**DELIVERY AND DOCUMENTATION**

1. Prior to the scheduled delivery to the Project Sites / Recipient Schools:
  - a. **the supplier shall coordinate with DepED Asset Management Division** for the turn- over of Inspection and Acceptance Report (IAR) and Property Transfer Report (PTR);
  - b. **the Supplier shall notify the DepED Asset Management Division / DepEd Division Supply Office or Schools School Head or Designated Property Coordinators on the schedule of delivery**
2. Upon delivery of the Goods to the Project Sites / Recipient Schools:
  - a. The Multimedia Package can only be unloaded when authorized School Personnel like School Property Custodian and the School Inspectorate Team are present. If the School Property Custodian is not present nor available during the arrival of the Multimedia package at the school, the School Head/ Principal should appoint an alternate School Property Custodian that will handle the delivery for this project.

- b. The supplier / forwarder shall bring the following documents to recipient schools and turned over to the **School Property Custodian or designated alternate**:
  - b.1 Delivery Receipt;
  - b.2 Property Transfer Report (PTR);
  - b.3 Inspection and Acceptance Report (IAR); and
  - b.4 Training Checklist
- c. The School Property Custodian (or designated alternate) shall perform an initial checking for the delivered Multimedia package as to physical conditions of the boxes, quantity and if conforms to the items specified in the Inspection and Acceptance Report (IAR) prior to signing of Delivery Receipt.
- d. Only the Supply Officer / Property Custodian shall receive the deliveries whether the school is ready or not.
- e. Deliveries after 5pm, holidays including Saturdays and Sundays can be accommodated on a case to case basis and with prior coordination with the School Property Custodian and IT Officers.
- f. In case the Supplier/Forwarder or School Property Custodian notices that some items are missing or damaged, Supplier should replace the missing/damaged items or opt to restrict further opening of the boxes pending an investigation of the incident for the protection of the Supplier and the recipient. Deliveries should be rejected if found to be NOT in accordance with conditions stated in IAR.
- g. Upon determination that deliveries are complete and in order, the school property custodian can now sign the PTR.
- h. The School Inspectorate Team shall sign the Inspection Report if the deliveries comply with the requirements; if not, the deliveries will be rejected.
- i. The acceptance portion of the Inspection and Acceptance Report (IAR) and received by portion of the Property Transfer Report (PTR) shall then be signed by the School Property Custodian.

3. After the deliveries of the Goods to the Project Sites / Recipient Schools:

The winning supplier/s shall submit the following documents to DepEd - ICTS – TID for preparation of payment:

- a. Signed Delivery Receipts
- b. Signed Inspection and Acceptance Report (IAR)
- c. Signed Property Transfer Report (PTR)
- d. Signed Training Checklist