



10. INSPECTION OF DELIVERIES OF GOODS AND SERVICES

Inspection of deliveries by authorized Technical Inspector is conducted to determine if the items conformed to the specifications set forth on the Purchase Order / Supplies Delivery Agreement and / or Contracts or Agreements.

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|--|---|--|------------------------|--|
| Office or Division: | MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD) | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2G – Government to Government, G2B – Government to Business | | | |
| Who may avail: | Quezon City Government Offices / Departments, Suppliers, Contractors, Dealers | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Notice of Delivery (1 original copy and 3 photocopies) • Delivery Receipts (1 original copy and 3 photocopies) • Approved Purchase Order/s (3 photocopies) | | <ul style="list-style-type: none"> • Supplier / Enduser • Supplier | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits Notice of delivery | 1.1 Receives and records Notice of Delivery | None | 5 minutes | Receiving Staff Records Management and Control Division (RMCD) |
| | 1.2. Notice of Delivery forwards to CGDH III (for instructions) | None | 3 Minutes | City Gov't. Dep't. Head III |
| | 1.3. Notice of Delivery forwards to CWMD (for receipt of delivery) | None | 3 minutes | Division Chief CWMD |
| | 1.4. CWMD requests Technical Inspector (MPMCD) to conduct inspection | None | 5 minutes | Division Chief CWMD |
| | 1.5. Assigns Technical Inspector | None | 3 minutes | Chief, Technical Inspection Section (MPMCD) |



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| | 1.6. Conducts inspection of deliveries | None | 1-3 days | Technical Inspector (MPMCD) |
| | 1.7 Submits inspection report for review, initials and approval of report | None | 30 minutes | Chief, Technical Inspector -TIS (initial) Asst. Div. Chief (initial) MPMCD |
| | 1.8 Approves / Signs inspection column (AIR) | None | 30 minutes | Division Chief, MPMCD |
| | 1.9 Forwards accomplished AIR to Technical Staff / Asst. Department Head | None | 5 minutes | Technical Staff (Office of the Head CGSD) |
| | 1.10 Forwards approved AIR to the City Accounting Department | None | 30 minutes | Releasing Staff RMCD |
| | TOTAL | None | 3 days, 1 hour & 54 minutes) | |