



8. 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.

Office or Division:	MOVABLE PROPERTY MANAGEMENT AND CONTROL DIVISION (MPMCD)			
Classification:	Simple / Complex / Highly Technical			
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 and Request for Inspection (QCG.CGSD.RMCD.F.13 Rev.01 (09.13.2023) (1 original copy and 3 photocopies) • Un-dated Delivery Receipts (1 original copy and 3 photocopies) • Approved Contract / Purchase Order/s (3 photocopies) • Terms of Reference (TOR) and Price Schedule (3 photocopies) 		<ul style="list-style-type: none"> • RMCD – CGSD • Supplier / Contractor • End-user 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Notice of delivery and Request for Inspection (With attached requirements)	1.1 Receives and records Notice of Delivery and Request for Inspection	None	5 minutes	Receiving Staff, Records Management and Control Division (RMCD)
	1.2. Notice of Delivery and Request for Inspection forwards to CGDH III (For instructions)	None	10 minutes	City Gov't. Dep't. Head III
	1.3. Notice of Delivery and Request for Inspection	None	5 minutes	Receiving Staff, Technical Inspection Section



	1.2. Assigns Technical Inspector	None	20 minutes	Chief, Technical Inspection Section
	1.3. Conducts inspection of deliveries	None	3 days	Inspector, Technical Inspection Section
	1.4. Prepares inspection report for review, affixes initial and approves report	None	4 hours	Inspector, Technical Inspection Section Chief, Technical Inspection Section Asst. Chief, MPMCD
	1.5. Approves and signs inspection column (IAR)	None	5 minutes	Chief, MPMCD
	1.6. Forwards duly approved and signed report to Fiscal Management Section, Administrative Division (For disbursement voucher preparation)	None	5 minutes	Receiving Staff, Technical Inspection Section
	TOTAL	None	3 days, 4 hours & 50 minutes	

NOTE: Processing time is only applicable to simple/regular transactions.

Simple transaction – 1 to 3 days

Complex transaction – 4 to 7 days

Highly Technical transaction – 8 to 21 days