	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-FASS-PUR 05-05
	WORK INSTRUCTIONS	REVISION NUMBER	2
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	INSPECTION OF DELIVERED GOODS AND SERVICES, INFRASTRUCTURE PROJECTS AND CONSULTING SERVICES		



PERSON RESPONSIBLE:

Inspection Committee
Supply Officer
Procurement Staff
Property and Supply Staff
PSTO personnel

STEPS:

1. Supply officer/*Procurement Staff/Property and Supply Staff* receives goods, *infrastructure projects and consulting services*, upon delivery of the winning bidder or retrieve at the agreed pickup location as may be necessary;
2. Supply officer/*Procurement Staff/Property and Supply Staff* conducts preliminary inspection of the delivered goods and services^(a), *infrastructure projects and consulting services* against Purchase Order (PO) for correctness as to quantity and description of items.
3. Supply officer/*Procurement Staff/Property and Supply Staff* receives and signs delivery receipt or charge invoice;
4. *Steps 1-3 are delegated to PSTO personnel (members of the inspection committee) for PSTO-related deliveries.* Supply Officer requests the members of the Inspection Committee to conduct inspection of delivered goods and services^(a), *infrastructure projects and consulting services*;
5. Inspection committee requests a copy of Purchase Order or Contract and delivery receipts from Supply officer;
6. Inspection committee evaluates the compliance to specification of the delivered goods and services^(a), *infrastructure projects and consulting services* against PO and delivery receipt.
7. For goods and services^(a), *infrastructure projects and consulting services* found noncompliant to specifications, Inspection Committee shall recommend to Supply Officer return of the goods to supplier for replacement or make necessary correction for services.
8. Inspection Committee prepares FASS-PUR F09, Inspection and Acceptance Report (IAR) through the FAIMS, refer to WI FASS-PUR 05-01- How to Access the DOST IX Finance and Administrative Information Management System (FAIMS).
9. *Inspection Committee* recommends applicable amount for payment in cases such as incomplete, rejected or delay in delivery;
10. Supply Officer accepts *goods and services, infrastructure projects and consulting services* and stores goods/items for ready-release to end-users.

^(a)As for assessment of services, regular monitoring and assessment is done on deliverables and upon signed off and end of contract.

Prepared by:  Supply Officer	Approved by:  Quality Management Representative
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