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Republika ng Pilipinas
PAMBANSANG PANGASIWAAN NG PATUBIG
(National Irrigation Administration)
Lungsod ng Quezon

MC # 43, s. 1999

MEMORANDUM CIRCULAR

TO : DEPUTY ADMINISTRATOR, ASSISTANT ADMINISTRATORS,
DEPARTMENT MANAGERS, PROJECT MANAGERS, REGIONAL
IRRIGATION MANAGERS, OPERATIONS MANAGERS, AND
ALL OTHERS CONCERNED

FROM : The Administrator
This Agency

SUBJECT : Reconstitution of the Inspection and Acceptance Committee and
Composition of Technical Inspection Groups

In the interest of the service and for the information and guidance of all concerned, the following are hereby constituted as members of the Inspection and Acceptance Committee (IAC) of equipment, goods and services procured in the Central Office through International Competitive Bidding, International Shopping, Local or Domestic Competitive Bidding, Direct Purchase, Repeat Orders or Negotiated Contracts:

Manager, Equipment Management Department	- Chairman
Department Manager/Regional Irrigation Manager/ Project Manager/Operations Manager of End-User Office	- Member
Manager, Property Division	- Member

Accordingly, the Technical Inspection Group (TIG) shall be composed of knowledgeable personnel designated on a case-to-case basis by the above IAC.

The TIG, upon instruction by the IAC, shall conduct inspection to determine compliance of deliveries against the requirements of the contract documents and submit a Report of Inspection in the form of a checklist of items based on the technical specifications of the contract, duly signed by each member of the group.

The Inspection and Acceptance Committee shall, by adopting the report of the TIG, recommends replacements for any deficiencies and/or defective deliveries. It shall also determine the proper amount of liquidated damages, if there shall be any, in case of delay in the performance of the contract. The IAC shall issue a Resolution of Inspection and Final Acceptance duly approved by the Assistant Administrator for Administrative Services to effect payment of the forex portion and local cost of the Contract.

For purposes of clarity and spirit of transparency, the IAC Resolution shall contain, but not limited to, the following premises (pertinent documents shall be attached):

- a) Contract Description and Number
- b) Date of Bidding and Name of Winning Bidder/Supplier/Contractor
- c) Date of Receipt of the Notice of Award by Supplier/Contractor
- d) Date of Receipt of Notice to Proceed/Opening of Letter of Credit and Letter of Confirmation by the Bank
- e) Date of Delivery of the Contracted Commodities
- f) Date of Inspection by the TIG
- g) Number of Days Delay in the Delivery and the corresponding Amount of Liquidated Damages, if any
- h) IAC recommendations

This Memorandum Circular supersedes MC # 34, s. 1994 and Unnumbered Memorandum of the Administrator dated February 21, 1996, and other related issuances inconsistent herewith.


MANUEL S. AREVALO
Administrator

December 23, 1999