

Republika ng Pilipinas
Hambansang Pangasiwaan ng Patubig
(NATIONAL IRRIGATION ADMINISTRATION)
Lungsod ng Quezon

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OUR REFERENCE:
MC # 29, S. 2010

MEMORANDUM CIRCULAR

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

FROM : THE ACTING ADMINISTRATOR
This Agency

SUBJECT : RECONSTITUTION OF THE INSPECTION AND ACCEPTANCE COMMITTEE

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 funded by International Funding Institution procured in the Central Office through International Competitive Bidding, International Shopping, and other modes of procurement prescribed under RA 9184:

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

Accordingly, the Inspectorate Team (IT) shall be composed of knowledgeable personnel designated by the BAC on a case-to-case basis. If contract provides direct delivery to site, the IT shall include a representative from the EMD.

The Inspectorate Team, shall conduct inspection and test if necessary, 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 Comparative Specification Table of the contract, duly signed by each member of the group.

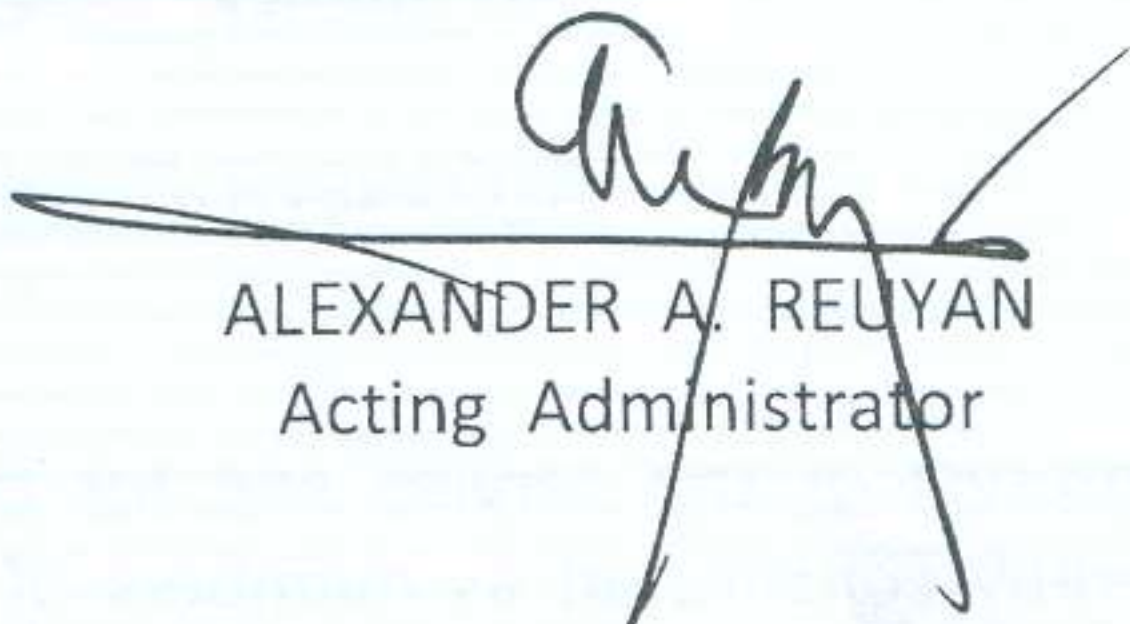
The Inspectorate Team, shall recommend replacements for any deficiencies and/or defective deliveries. It shall also determine the proper amount of deficiencies, if there shall be any, to be deducted from payment. The IAC shall issue a Resolution of Inspection and Final Acceptance which shall

be approved by the Deputy Administrator for Administrative and Financial Management to effect payment of the forex portion/ local cost of the Contract.

For purposes of clarity and spirit of transparency, the IAC Resolution shall be supported by the following documents :

- a) Copy of Contract
- b) Copy of Resolution of Award
- c) Copy of the Notice of Award duly received by Supplier/Contractor
- d) Copy of Notice to Proceed duly received by Supplier/Contractor
- e) Original Copy of Delivery/Invoice, of the Contracted Commodities
- f) Original Copy of Inspection Report by IT
- g) Original Copy of Warranty Certificate

This Memorandum Circular supersedes MC No. 43 s. 1999 and other related issuances inconsistent herewith.


ALEXANDER A. REUYAN
Acting Administrator

April 28, 2010