



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp Crame, Quezon City

**PNP MEMORANDUM CIRCULAR**

NO.: 2016-079

**GUIDELINES IN THE CONDUCT OF TEST FOR PNP VARIOUS  
EQUIPMENT/DEVICES**

**1. REFERENCES:**

- a. PNP Memorandum Circular No. 2015-015 dated July 10, 2015 entitled "Policy Guidelines in the Conduct of Test and Evaluation";
- b. Administrative Order No. 17 signed by Executive Secretary Paquito N. Ochoa Jr dated July 28, 2011;
- c. Definition of Common-Use Items under PhilGEPS;
- d. US Legal.com;
- e. RA No. 9184 entitled "An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes, and its Revised Implementing Rules and Regulations";
- f. RA No. 7394 entitled "The Consumer Act of the Philippines";
- g. Commission on Audit (COA) Revised Manual on Inspection and COA Memorandum No. 98-023;
- h. GPPB Guidelines on the Establishment of Procurement Systems and Organizations (Volume 1 and 2); and
- i. Mission and Functions of the Directorate for Research and Development (DRD).

**2. RATIONALE:**

The Directorate for Research and Development (DRD), as an independent research and testing facility of the PNP, shall conduct test of clothing, materiel, weapons, vehicles, and equipment required by the PNP.

**3. PURPOSE:**

This Memorandum Circular (MC) sets forth the policy guidelines in the conduct of test for PNP various equipment/devices to ascertain whether the procured items conform with the requirements as provided for under the bidding documents and the minimum specifications as approved by the National Police Commission (NAPOLCOM) or the PNP Uniform and Equipment Standardization Board (PNP UESB).

**4. SCOPE AND APPLICATION:**

This MC shall be applicable in the conduct of post-qualification test and during inspection and acceptance test of PNP various equipment/devices.

## **5. DEFINITION OF TERMS:**

### **a. General Purpose/Common Use Equipment/Devices:**

- 1) These are equipment and devices which are usable for other than research, medical, scientific, or technical activities, whether or not special modifications are needed to make them suitable for a particular purpose. Examples of general purpose equipment include office equipment and furnishings, air conditioning equipment, reproduction and printing equipment, motor vehicles, and automatic data processing equipment;
- 2) These are equipment and devices that are not especially designed for military standard testing such as LCD TV, monitor, projector and other common use equipment/devices which require only their visual and functional capabilities; and
- 3) Common-Use Equipment/Supplies refer to those goods, materials and equipment that are used in the day-to-day operations of Procuring Entities in the performance of their functions. For the purpose of the IRR of RA No. 9184, common-use supplies shall be those included in the Electronic Catalogue of the PhilGEPS.

- b. **Specialized Equipment or Devices** – are equipment or devices when subjected to test and evaluation especially destructive testing will consume or expend the whole procured quantity or may render the testing uneconomical.
- c. **Consumable Items** – items or goods that are used up and are not returned after issuance, e.g. ink, papers, medical/office supplies, etc.
- d. **Expendable Items** – items or goods that are designed to be used only once and then abandoned or destroyed, e.g. ammunition, tear gas, office furniture and other small-value equipment/items like flash drive, baton, etc.
- e. **Post-qualification** - the stage where the bidder with the lowest calculated bid, in the case of goods and infrastructure projects, or the highest rated bid, in the case of consulting services, undergoes verification and validation whether he has passed all the requirements and conditions as specified in the bidding documents.
- f. **Technical Specifications** - refer to the physical description of the goods or services, as well as the procuring entity's requirements in terms of the functional, performance, environmental interface and design standard requirements to be met by the goods to be manufactured or supplied, or the services to be rendered.

## **6. GUIDELINES:**

### **a. General:**

- 1) The DRD, shall function as independent testing facility of the PNP. As required, its personnel shall perform their duties pursuant to the mandates of PNP Memorandum Circular No. 2015-015<sup>1</sup>;
- 2) In case the Bids and Awards Committee (BAC) or the Committee on Inspection and Acceptance (CIA) designates a DRD personnel as member of the Technical Working Group (TWG), the designation shall at all times be covered by appropriate Letter Orders. Accordingly, the designated personnel shall cease to perform his functions as personnel of the DRD, but shall instead perform his task as member of the TWG for Post-qualification or TWG for Inspection and Acceptance;
- 3) The composition of the TWG for the conduct of Post-qualification Test and the TWG for Inspection and Acceptance shall be meticulously selected by the BAC or the CIA. The TWG shall be headed by the most senior Police Commissioned Officer (PCO) who shall be appointed by the BAC in case of post-qualification test, or the CIA, in case of inspection and acceptance test;
- 4) The Chief of the concerned division of the end-user unit or other competent PCO from the same office shall be automatically selected as member of the TWG. To strengthen check and balance, in no case shall a member of the TWG for post-qualification be selected as member of the TWG for Inspection and Acceptance;
- 5) The post-qualification test and the conduct of inspection and acceptance test shall be based on the most recent standard specifications issued by the NAPOLCOM or UESB for PNP various equipment/devices and the number of sample items to be tested shall be clearly reflected in the bidding documents;
- 6) Additional technical requirements imposed by the BAC may only be considered in the conduct of test if the same are properly reflected in the bidding documents or in its supplemental bid bulletin (SBB). Likewise, in case there is a need to conduct additional tests, which are not included in the approved test parameters, the same may be allowed only if the additional test parameters are properly reflected in the bidding documents or in its SBB;
- 7) Administrative and operational expenses for the conduct of post-qualification and test and evaluation shall only be imposed upon the supplier if the same were included in the computation of the Approved Budget for the Contract and integrated in the preparation of the Project Procurement Management Plan. If such expenses

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<sup>1</sup>*Policy Guidelines in the Conduct of Test and Evaluation*

were not considered therein, the same may be charged to the proceeds of the sale of the bid documents as indirect cost or administrative cost allocated to the bidding activities, pursuant to GPPB Resolution No. 04-2012<sup>2</sup>;

- 8) Consistent with the "pass or fail criteria", non-compliance with the NAPOLCOM approved standard specifications during post-qualification test is a ground for post-disqualification;
- 9) If during the inspection and acceptance test, the items delivered by the supplier failed to pass any test and/or inspection or do not conform with the specifications, the same shall be subject to the provision of Clause 16.4 of the General Conditions of the Contract of the Philippine Bidding Documents;
- 10) Samples submitted for post-qualification and test and evaluation shall not be considered part of the delivered items, unless otherwise specifically provided in the bidding documents. Except in cases where samples are considered part of the delivered items or when a Motion for Reconsideration is filed by the suppliers with the BAC or CIA, all samples submitted shall be returned to the suppliers immediately after the termination of the post-qualification or test and evaluation;
- 11) All the members of the TWG shall sign the result of the post-qualification test. In case there are disagreements on the findings of the TWG, the member who did not conform with the findings/result is allowed not to sign the report, provided that he will submit his written explanation, which shall be attached to the report of the TWG; and
- 12) The report of the TWG on post-qualification shall be submitted to the BAC; while the outcome of the inspection and acceptance test shall be submitted by the TWG to the CIA, copy furnished TDRD and the end-user unit.

**b. Test Proper:**

**1) Phase I – Visual/Dimensional/Technical Inspection/Test**

- a) Purpose: To determine the completeness and correctness of the equipment/devices under test based on the requirements specified by the Requesting Party (e.g. NAPOLCOM-approved specifications, The Revised Manual on Inspection, other requirements indicated in the bidding documents, etc.).
- b) Procedures: The visual and dimensional test shall include, but not limited to the following:

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<sup>2</sup> Approving and Adopting the Guidelines on the Sale of Bidding Documents

- b.1) Examine the equipment/devices on its completeness and correctness based on the requirements specified by the Requesting Party (e.g. NAPOLCOM-approved specifications, The Revised Manual on Inspection, other requirements indicated in the bidding documents, etc.);
  - b.2) Presence and quantity of the required accessories and/or parts;
  - b.3) Value of measurements (volume, weight, length, distance, height, speed, etc.);
  - b.4) Correctness of color, if applicable;
  - b.5) Presence of trademarks, serial number, model and its workmanship;
  - b.6) Expiration date, if any;
  - b.7) Other applicable visual and dimensional evaluation specified in the specifications; and
  - b.8) Record and tabulate the data gathered.
- c) Standards:
- c.1) The equipment/devices under test should be complete and correct based on the requirements specified by the Requesting Party (e.g. NAPOLCOM-approved specifications, The Revised Manual on Inspection, other requirements indicated in the bidding documents, etc.);
  - c.2) The presence of defects, dents, blisters, cracks, chipped or sharp corners or any other evidence of inferior workmanship shall be included in the report; and
  - c.3) The value of measurements shall be provided using the same units as indicated in the approved specifications.

## **2) Phase II – Functional Test**

- a) Purpose: To determine whether the equipment/devices under test is functioning based on its intended purpose.
- b) Procedures:
  - b.1) The functional test shall be conducted in accordance with the approved specifications and other requirements indicated in the bidding documents, terms of reference, etc;
  - b.2) The functional test shall be conducted based on actual use;
  - b.3) For equipment/devices requiring special technical evaluation from other testing agencies like Metals Industry Research and Development Center of the Department of Science and Technology, Philippine Institute of Pure and Applied Chemistry, Philippine Army Research and Development Center, etc., a written request shall be brought to the testing agency which incidental expenses shall be borne by the proponent.

Result therein shall form part of the full test and evaluation report.

- c) Standard: The equipment/devices under test should be functioning based on its intended purpose:

**3) Phase III – Durability Test**

- a) Purpose: To determine whether the equipment/devices under test will not encounter any malfunction during mission critical operations.
- b) Procedure: Whenever applicable or as specified in the approved specifications, in the bidding documents, TOR, or similar documents, specific procedures for adverse conditions test as stated in PNP MC 2014-056 may be employed or **excerpted to form part of the test and evaluation report.**
- c) Standard: Must function properly based on approved specifications or as specified in the PNP MC 2014-056.

**7. RESCISSION:**


All other test procedures, guidelines or standard operating procedures contrary to or inconsistent with the provisions of this MC are hereby rescinded, modified or amended accordingly.

**8. EFFECTIVITY:**

This MC shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



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