TESDA CIRCULAR

Subject: **Guidelines on the Delivery, Inspection and Acceptance of Special Training for Employment Program (STEP) Toolkits**		Page 1 of 2 page/s Number 23, Series of 2015
Date Issued: 18 August 2015	**Effectivity:** Immediately	**Supersedes:**

In line with the continuous implementation of the Special Training for Employment Program (STEP) and to ensure a systematic delivery, inspection and acceptance of all goods/items to be delivered for STEP, the following guidelines must be properly observed by the following:

A. The Supplier

1. Provide one (1) set of toolkits for each qualification which will be subjected for inspection by the Central Office Technical Inspection Team and the Regional Inspection and Acceptance Committee. Once inspected, each regional office will be provided with one (1) complete set of the toolkits of each qualifications intended for the beneficiaries in each region;

2. Provide schedule of delivery of STEP toolkits;

3. Facilitate delivery of STEP toolkits to the regional site;

4. Facilitate the signing of delivery receipts/stock transfer receipts (DR/STR) for payment purposes; and

5. Provide technicians to perform assembly and other related servicing jobs of equipment (i.e. for sewing machines).

B. Regional Offices

1. All regional offices shall constitute their respective Inspection and Acceptance Committee, the members of which shall be determined by the Regional Director (RD). Availability of the Inspection and Acceptance Committee members must be ensured at all times during the delivery, inspection, acceptance and distribution of the STEP toolkits;

2. A copy of the order constituting the Inspection and Acceptance Committee must be submitted to the Office of the Director General (ODG) within seven (7) calendar days from issuance of Circular;

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3. All Inspection and Acceptance Committee members must be present during the inspection of the sample toolkits per qualification by the Technical Inspection Team at the Central Office. A set of each toolkit shall be deployed in advance to each regional office. The Inspection and Acceptance Committee members must ensure that all subsequent deliveries of toolkits conform with the technical specifications of the sample toolkits and quantity of the sample toolkits prescribed in the bidding documents;

4. Suppliers usually tap the services of private forwarders in delivering the goods/items to the regional site. The receiving personnel in the region shall check among others that the cargo is properly locked/sealed in the vehicle container prior to receiving the toolkits. It is likewise advisable that the receiving personnel take a photo/video of the cargo while the sealed container is being opened up to the disembarkment of the toolkits. This can be useful when claims of incomplete delivery or missing toolkits would be raised;

5. All regional offices shall allot a safe, secure and conducive storage area for all the toolkits to be delivered to avoid theft and deterioration among others; and

6. The Inspection and Acceptance Committee members must sign the Requisition Issue Slip (RIS) and the Inspection and Acceptance Report (IAR) for all toolkits that were inspected and accepted and reject those that are not acceptable. In which case, the findings of the Inspection and Acceptance Committee members must be reflected in the Inspection and Acceptance Report.

This Circular shall take effect as indicated and shall supersede any issuance inconsistent herewith.

SEC. EMMANUEL JOEL J. VILLANUEVA
Director General