



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE CHIEF, PNP**  
Camp BGen Rafael T. Crame, Quezon City

NOV 23 2020

**MEMORANDUM CIRCULAR**  
NO.: 2020 - 080

**PROCEDURES IN THE CONDUCT OF ELECTRONIC PRE-DELIVERY  
INSPECTION, ACCOUNTING, AND RANDOM SAMPLING OF FIREARMS  
AND AMMUNITION**

**1. REFERENCES:**

- a. Presidential Proclamation No. 922 dated March 8, 2020 entitled "Declaring a State of Public Emergency throughout the Philippines";
- b. Presidential Proclamation No. 929 dated March 16, 2020 entitled "Declaring a State of Calamity throughout the Philippines due to CORONA VIRUS Disease 2019";
- c. Memorandum from Executive Secretary Salvador C. Medialdea dated March 16, 2020 with subject: "Community Quarantine over the entire Luzon and further Guidelines for the Management of the CORONA VIRUS Disease 2019 (COVID-19) Situation";
- d. Department of Budget and Management (DBM) National Budget Circular No. 580 dated April 22, 2020 entitled: Adopting of Economy Measures in the Government Due to the Emergency Health Situation; and
- e. Memorandum from TDPRM dated March 10, 2020 with subject: Official Foreign Travel and Leave Abroad Advisory.

**2. RATIONALE:**

The Directorate for Research and Development, as an independent research facility of the Philippine National Police (PNP), shall conduct test of clothing, materiel, weapons, vehicles, and equipment required by the PNP for the effective and efficient maintenance of law and order.

**3. SITUATION:**

On March 8, 2020, Proclamation No. 922 was issued declaring a State of Public Health Emergency throughout the Philippines due to the local transmission of the Coronavirus disease (COVID-19). In relation, the Office of the Executive Secretary issued a memorandum implementing community quarantine over the entire National Capital Region (NCR), which was elevated to an Enhanced Community Quarantine (ECQ) over the entire Luzon effective March 17, 2020, and later up to Visayas and Mindanao, which resulted in the prohibition/cancellation of all local and foreign travels.

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As an effect of the ECQ, business and works were suspended, except for the identified work essentials. Relative to this, the DBM has also issued National Budget Circular No. 580 mandating among-others, the discontinuance of funding of all foreign travels, except for those ministerial meeting and scholarship/trainings that are grant-funded or undertaken at no cost to the government. Because of this, the contracts of the PNP had been affected, especially those requiring the Pre-Delivery Inspection of the goods at the country of origin to be participated in by a PNP Testing Team.

In an effort to remedy the situation, so as not to delay the implementation of the contracts, the PNP has come up with an alternative option to the conduct of an actual PDI abroad, which is the Electronic Pre-Delivery Inspection, Accounting, and Random Sampling. This option will involve the conduct of accounting as to quantity and random sampling at the country of origin of the goods but the actual conduct of test on the goods shall be conducted in the Philippines. Since there will be no actual Testing Team in the area, the activity will be participated in by the PNP PDI Team through video conferencing.

#### 4. PURPOSE:

This Memorandum Circular (MC) sets forth the procedures in the conduct of electronic pre-delivery inspection, accounting, and random sampling (e-PDIARS) of procured firearms and ammunition manufactured abroad.

#### 5. GUIDELINES:

- a. This MC shall be used during the conduct of e- PDIARS of firearms and ammunition;
- b. Brochures and other related documents containing the specifications, accessories, capabilities, and other information relative to the product submitted by the bidders during the submission and opening of bid shall be provided by the NHQ BAC to the PNP Testing Team at least 3 days prior to the scheduled electronic pre-delivery inspection, accounting and random sampling.
- c. The e-PDIARS shall be done thru video conferencing to be conducted by the PNP Testing Team composed of representatives of the NHQ CIA and TWG pursuant to PNP MC 2020-024, observer from NHQ BAC, and other invited representatives;
- d. The PNP Testing Team during the conduct of e-PDIARS shall be the same team to conduct the actual and functionality test upon delivery of the goods into the country;
- e. The supplier and/or through its foreign manufacturer shall provide the following during the e-PDIARS;
  - 1) A vacant room or enough space where the activity shall be undertaken taking into consideration social distancing;
  - 2) Audio video equipment to record all stages of the activity; and

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- 3) A reliable internet connection to ensure non-disruption of the activity.
- f. The sealing of the samples and the rest of the goods should be made within the confines of the room immediately after the e-PDIARS. There shall be a separate packaging for the samples and the remaining items to be delivered later. There shall be an affixed signature on the packing material used in the box/cargo by person/s identified and agreed to by the supplier and the PNP Testing Team;
  - g. The samples for actual testing to include all video recordings during the conduct of e-PDIARS and original documents of items to be delivered shall be sent to the PNP immediately after the e-PDI;
  - h. The NHQ CIA thru its Secretariat, shall be responsible in scheduling the conduct of e-PDIARS with supplier;
  - i. Before the conduct of the actual e-PDIARS, the PNP Testing Team together with the supplier or his duly authorized representatives shall conduct a run-through on the step-by-step procedures;
  - j. After the selected samples have been delivered to the Philippines for Functional Test and Evaluation (FTE), the conduct of actual test (*zeroing, dimension, adverse condition, endurance, magnetic particle test and metal composition*) on the goods shall be conducted using the respective test parameters attached to the bidding documents;
  - k. The PNP Testing Team shall conduct the actual test on the delivered samples for firearms while samples for ammunition shall be sent to the Government Arsenal or any government institution capable of conducting related test. After the conduct of the actual test on the samples, the PNP Testing Team shall submit its report to the NHQ CIA to be deliberated by its members;
  - l. Upon determination by the NHQ CIA that the samples have passed their deliberation, the committee shall cause the delivery of the whole lot/batch that was procured.
  - m. Upon delivery of the whole lot/batch, inform the supplier that the PNP Testing team will conduct another random sampling for acceptance and functionality test following the specifications and test parameters attached to the bidding documents. The result shall again be submitted by the PNP Testing Team to the NHQ CIA for further deliberation as part of acceptance process; and
  - n. As stated in the bidding documents and contract agreement, expenses during the e-PDIARS and actual test shall be borne/shouldered by the proponent/supplier.

## 6. PROCEDURE:

The conduct of e-PDIARS of firearms and small arms ammunition shall cover the following activities:

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**a. Inspection and Accounting as to Quantity of the Goods**

The total number of goods procured as reflected in the Contract Agreement taking into consideration tranches of its delivery, shall be counted manually by personnel of the Manufacturer taking instructions from the PNP Testing Team in full view of the cameras. The goods shall be counted by separating them one by one from one container to another (in case of firearms from one firearm rack to another) or in any similar manner that is clear and within view of the camera.

**b. Random Sampling based on MILITARY 105-E**

- 1) After the inspection of the goods and it was determined that they are complete as to quantity, samples shall be drawn at random using the procedures as stated in the respective PNP Test Parameters as attached to the Bidding Documents. "The serial numbers of the items to be delivered including its parts with the same or different serial numbers from the barrel and receivers shall be properly documented and submitted to the e-PDI team".
- 2) The quantity of samples to be sent to the Philippines for Functional Test and Evaluation (FTE) shall be governed by the requirements in the respective MCs of the goods attached to the bidding documents as mentioned in para 5.k except for the 9mm pistol wherein three samples shall be randomly selected;
- 3) The remaining samples that will undergo functionality test (*fire all remaining samples size selected based on Mil 105-E from the lot/batch*) shall be delivered with the rest of the goods; and
- 4) The designation of samples for Endurance Firing Test, Proof Load Test, and the Corrosion Test, etc. through toss coin shall be conducted in the Philippines.

**c. Packaging of Samples**

The randomly selected samples shall be appropriately packaged and be made ready for shipment.

**7. APPLICABILITY:**

This MC shall be applicable during the duration of the COVID-19 pandemic, other similar situations, or when foreign travel to the country of origin of the goods are restricted.

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**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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CPNP 1 Apr '20 5083691



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