

## QUALITY CONTROL PLAN

<b>PR/MAR #: MAR 37</b>	<b>Tender #: MC-21-2020</b>
<b>PR/MAR Description:</b> Provision of stationary items (re-tender)	

The following Quality Control Plan that describes the roles and activities associated with executing the minimum quality control requirements listed herein.

After obtaining Mercy Corps approval, the Quality Control Plan shall be available to all concerned employees. Each document in the plan shall indicate its preparation date and all pages shall be numbered. If a document is revised, the date of revision shall be indicated on the document and recorded in a table of revisions.

### Essential Specifications and Testing Requirements

*All items*

Parameter	Margin of Error	Testing Method (Lab Test, Visual, Certificate...)	Performed / Reviewed by:
<b>Quantity</b>	0%	Matching between requested quantity in PO and the received quantity at delivery.	Performed by PR requester
<b>Quality</b>	0%	Comparing the quality of delivered items to the agreed quality in the contract by checking the contracted brand name, approved picture or approved physical sample.	Performed by PR requester

### Non-Conformance

- In case of non-conformance in quantity, the supplier will be requested to complete missing quantity. Second measure is paying the supplier based on actual delivered quantity.
- In case of non-conformance in quality, the supplier must replace the items with ones of acceptable quality level as will be contracted in the MPA. In case the supplier does not provide a replacement, MC will reject the items with low quality and will not pay the supplier.