

# Inspection and Test Protocol

**I. General Procedures:**

All items will be subjected to the following procedures, whichever is applicable:

- a. Evaluate the parameters of the goods as indicated in the specifications e.g., material, dimensions, capacity, power rating, etc. which can be found in the item's nameplate. All areas must conform to the technical specifications.
- b. Look for any evidence of defects such as, but not limited to, rust formation, broken parts, etc. that affects function or overall performance as a whole. All items must be free from defects;
- c. Check the completeness of parts/accessories;
- d. During the conduct of evaluation or inspection of the offered goods, the bidder supplier shall provide one or two technical representative/s, and the tools and materials needed listed below. The supplier/technical representative shall be responsible in the preparation and operation of the goods and assist the TWG in the conduct of the evaluation.

**II. Detailed Inspection and Test Procedures:**

Item No.	Description	INSPECTION and TEST PROCEDURES
<b>Lot 2: Mass Production</b>		
1	Cabinet, Design 1 (Storage/tool Cabinet)	<ol style="list-style-type: none"> <li>1. Conduct paint testing (for powder-coated surface). To determine whether the item is powder-coated, moistened the cotton with denatured alcohol and rub it on the surface. The cotton shall not stain with paint</li> <li>2. Assemble the cabinet.</li> <li>3. Fastened joints using rivets and bolts with nuts.</li> <li>4. Count/measure the number of holes for rivets, the size and the bolts with nuts.</li> <li>5. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</li> <li>6. Inspect the doors gap with respect to the frame, the thickness of the transparent Flexi-glass (acrylic), and the presence of the rubber linings.</li> <li>7. Inspect the functionality of the three-way door lock and its keys, door handles, and hinges if it is complying with the technical specifications.</li> <li>8. Spot welded surface must be properly polish.</li> <li>9. Check the uprightness of the assembly when laid on a flat surface.</li> <li>10. Check the alignment of the holes (for the detachable shelves support) both vertically and horizontally.</li> <li>11. Render product stability, rigidity, and durability by placing a weight on the top surface of the shelves of at least 50 kg. If it "FAILS", it will be the basis for the rejection of the item.</li> <li>12. The assembled cabinet will be subjected to stress test by moving it sideways, forward, backward and tilt to approximately 30 degrees in both ways from the vertical position.</li> </ol> <p><i>Material: Tape rule, Vernier caliper, outside micrometer</i></p>
2	Cabinet, Design 2 (Condiment Cabinet)	<ol style="list-style-type: none"> <li>1. Conduct material testing for stainless steel. To determine whether the material is stainless steel 304, use a magnet. The magnet shall not attract the material used.</li> <li>2. Assemble the cabinet.</li> <li>3. Fastened joints using rivets and bolts with nuts.</li> <li>4. Count/measure the number of holes for rivets, the size and the bolts with nuts.</li> <li>5. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</li> <li>6. Inspect the doors gap with respect to the frame, the thickness of the transparent Flexi-glass (acrylic), and the presence of the rubber linings.</li> <li>7. Inspect the functionality of the three-way door lock and its keys, door handles, and hinges if it is complying with the technical specifications.</li> <li>8. Spot welded surface must be properly polish.</li> <li>9. Check the uprightness of the assembly when laid on a flat surface.</li> </ol>

		<p>10. Check the alignment of the holes (for the detachable shelves support) both vertically and horizontally.</p> <p>11. Render product stability, rigidity, and durability by placing a weight on the top surface of the shelves of at least 50 kg. If it “FAILS”, it will be the basis for the rejection of the item.</p> <p>12. The assembled cabinet will be subjected to stress test by moving it sideways, forward, backward and tilt to approximately 30 degrees in both ways from the vertical position.</p> <p><i>Material: Tape rule, Vernier caliper, magnet, outside micrometer</i></p>
3	Cabinet, Design 3 (Display Cabinet)	<p>1. Conduct paint testing (for powder-coated surface). To determine whether the item is powder-coated, moistened the cotton with denatured alcohol and rub it on the surface. The cotton shall not stain with paint.</p> <p>2. Assemble the cabinet.</p> <p>3. Fastened joints using rivets and bolts with nuts.</p> <p>4. Count/measure the number of holes for rivets, the size and the bolts with nuts.</p> <p>5. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</p> <p>6. Inspect the doors gap with respect to the frame, the thickness of the transparent Flexi-glass (acrylic), and the presence of the rubber linings.</p> <p>7. Inspect the functionality of the three-way door lock and its keys, door handles, and hinges if it is complying with the technical specifications.</p> <p>8. Spot welded surface must be properly polish.</p> <p>9. Check the uprightness of the assembly when laid on a flat surface.</p> <p>10. Check the alignment of the holes (for the detachable shelves support) both vertically and horizontally.</p> <p>11. Render product stability, rigidity, and durability by placing a weight on the top surface of the shelves of at least 50 kg. If it “FAILS”, it will be the basis for the rejection of the item.</p> <p>12. The assembled cabinet will be subjected to stress test by moving it sideways, forward, backward and tilt to approximately 30 degrees in both ways from the vertical position.</p> <p><i>Material: Tape rule, Vernier caliper, outside micrometer</i></p>
4	Cabinet, Design 4 (Filing Cabinet)	<p>1. Conduct paint testing (for powder-coated surface). To determine whether the item is powder-coated, moistened the cotton with denatured alcohol and rub it on the surface. The cotton shall not stain with paint.</p> <p>2. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</p> <p>3. The drawers shall operate smoothly, noise-free, and easy to pull and push.</p> <p>4. Check the label holder of the drawer above the handle.</p> <p>5. Check the centralized locking system and its key. It shall lock and unlock smoothly.</p> <p>6. The assembled cabinet will be subjected to stress test by moving it sideways, forward, backward and tilt to approximately 30 degrees in both ways from the vertical position.</p> <p><i>Material: Tape rule, Vernier caliper, outside micrometer</i></p>
5	Cabinet, Design 5 (First Aid Cabinet)	<p>1. Conduct material testing for stainless steel. To determine whether the material is stainless steel 304, use a magnet. The magnet shall not attract the material used.</p> <p>2. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</p> <p>3. Inspect the doors gap with respect to the frame and the thickness of the frost-glass with a clear sign of a cross at the center.</p> <p>4. Check the provision of a mounting hole at the back of the cabinet.</p> <p>5. Inspect the door lock and key.</p>

		<p>6. Slightly push or pull the magnetic glass door when closing and opening the cabinet.</p> <p><i>Material: Tape rule, magnet, outside micrometer, Vernier caliper</i></p>
6	Cabinet, Design 6 (Waiter Station Cabinet)	<p>1. Conduct material testing for stainless steel. To determine whether the material is stainless steel 304, use a magnet. The magnet shall not attract the material used.</p> <p>2. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</p> <p>3. The drawers shall operate smoothly, noise-free, and easy to pull and push.</p> <p>4. Check the drawers and door of the cabinet individual locks. The cabinet door and drawers shall be easily close or open using each keys.</p> <p><i>Material: Tape rule, magnet, outside micrometer, Vernier caliper</i></p>
7	Work Bench with Bench Vise on Four Corners	<p>1. Do dimensional inspection of the materials used such as angular bar and steel plate,</p> <p>2. Inspect the work bench frame is fully welded except for the top plate which the weld is stitch.</p> <p>3. Check the whole work bench is painted with acrylic gray.</p> <p>4. Check the welding vise is mounted in four corners of the bench with bolts and nuts. The bolts and nuts shall securely fasten the vise.</p> <p>5. Check the bench vise requirements as per technical specifications.</p> <p><i>Materials: Tape rule, Wrenches, Vernier caliper</i></p>