

# 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 1: Bread and Pastry and Cookery Equipment</b>		
1	Stand Mixer with Complete Attachment	<p><b>Functional Specifications:</b> Check functionality by doing three 5-minute test runs with the wire whisk and flat beater using 2 liters of water as medium. Check the variable speeds by switching from low to high speed. There must be a noticeable increase in the speed. Refer to the User's Manual provided. Equipment must function as intended. For the dough hook, proceed to protocol for performance specification.</p> <p><b>Performance Specifications:</b> Equipment must be able to knead 1 kilogram of dough (minimum). Bidder will provide the ingredients (like flour, milk, butter, yeast, sugar, and salt) for a simple bread recipe such as pan de sal, cheese bread, etc. The resulting weight of the ingredients must be equal to 1 kilogram.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Perform visual inspection of the item;</li> <li>2. Bidder must provide manufacturer's certification that the bowl material is Food-grade and made of stainless steel;</li> <li>3. Use the contents of four 1-liter bottles of store-bought mineral water to check the bowl capacity. The water should not overflow from the bowl;</li> <li>4. Look for the Rated Power on the "nameplate". Double check by measuring the amperage while performing the performance specification protocol using the Clamp Meter. Compute for the wattage using the formula: <math>Watts (W) = Amps (A) \times Volts (V)</math></li> <li>5. Look for the voltage rating in the "nameplate". Perform visual inspection of the power cord and plug to determine the type A plug or plug adapter;</li> <li>6. Perform visual inspection of the attachments. Bidder must provide manufacturer's certification that the material is Food-grade and made of aluminum or stainless steel;</li> <li>7. Perform visual inspection of the selector knob/switch. At least 3 speed settings must be indicated;</li> <li>8. Check the contents of the User's Manual.</li> </ol> <p><i>Needed tools and materials: Clamp Meter, tape rule, ingredients (like flour, milk, butter, yeast, sugar, and salt) for a simple bread recipe such as pan de sal, cheese bread, etc.</i></p>
2	Gas range w/ oven, 4 burner	<p><b>Functionality test:</b></p> <ol style="list-style-type: none"> <li>1. administer mandatory functionality testing based on the operating instructions. The following tests are as follows:             <ol style="list-style-type: none"> <li>a. Automatic electronic Ignition system test,</li> <li>b. Gas leak test of LPG regulator and hose using soap and water</li> </ol> </li> </ol>

		<p>2. execute endurance testing in every burner for a series of five test runs for one minute each to determine how the equipment behaves under sustained use</p> <p>3. Monitor the machine without any abnormalities and irregular noise</p> <p>4. Measure the temperature of the oven by using the infrared thermometer to verify Temperature range from 0 to at least 250 degrees centigrade.</p> <p>Load testing:</p> <p>5. The supplier should perform the actual demonstration on how to use and provide any kitchen utensil and raw materials for cooking test.</p> <p><i>Needed tools and materials: tape rule, micrometer/Vernier caliper, infrared thermometer, soap, water, rugs (shall be provided by the Bidder during test)</i></p>
3	Mechanical Dough Roller	<p><b>Functionality/Performance</b></p> <p>1. Administer mandatory functional testing by running the machine for fifteen minutes based on the specified operating procedure to determine that it is fully serviceable</p> <p>2. Monitor the motor, it must be without any abnormalities, sparks, and irregular noise in motor bearing</p> <p>3. Execute endurance testing for a series of five test runs with one minute each to determine how the machine behaves under sustained use.</p> <p>Load testing</p> <p>4. The supplier should perform the actual demonstration in dough load testing and provide dough at least 5 kilos of flour use for testing</p> <p><i>Needed tools and materials: 1 kilo freshly mixed dough (from the stand mixer performance test), tape rule</i></p>
<b>Lot 2: Refrigerators and Freezers</b>		
1	Refrigerator	<p><b>Functional Specifications.</b></p> <p>Check usability (that includes the body, freezer and refrigerator compartments together with its accessories) from the following:</p> <p>a) breakage, rusts, dust</p> <p>b) abnormalities of removable attachments like shelf, crisper and other storage that may be attached on doors.</p> <p><b>Performance Specifications</b></p> <p>1. Place the wired probe of the thermometer in the freezer; let a supplier technical representative run the refrigerator for several hours within a day to verify its ability to attain -18°C or lower temperature.</p> <p>2. Check and verify the quality marks affixed on the refrigerator (e.g. (PS) Quality and/or PS Safety Mark, ICC) or PS license of the brand and model.</p> <p><b>Design Specifications</b></p> <p>Verify each item of the design specification correspondingly the following:</p> <p>1. Refer to manufacturer specification, conduct visual and functional checks;</p> <p>2. Refer to manufacturer specification;</p> <p>3. Refer to manufacturer specification;</p> <p>4. Refer to manufacturer specification and conduct test run;</p> <p>5. Conduct visual check and test run;</p> <p>6. Refer to manufacturer specification;</p> <p>7. Refer to manufacturer specification;</p> <p>8. Check bidder's conformance to the warranty period;</p> <p>9. Check manual's language used, content, illustration and compatibility with the item;</p> <p>10. Verify status of service centers in the list provided by the supplier.</p> <p><i>Tools and Materials Needed: tape rule, thermometer with wired probe, VAC meter, pc/cellphone, internet connection, 220-240V mains.</i></p>
<b>Lot 3: Information Technology Devices and Accessories</b>		
1	Laptop Computer	<p>The approved technical specification shall be used to check the conformity of the results in this test</p> <ul style="list-style-type: none"> <li>• Turn on the laptop using battery power</li> </ul>

		<ul style="list-style-type: none"> <li>• The laptop must already have pre-installed Microsoft Windows 10 or 11 operating system</li> <li>• Connect to the internet via Wi-Fi</li> <li>• Check the systems information using the following:</li> <li>• Windows built in: Start Button -&gt; Settings -&gt; System -&gt; About</li> <li>• Third-party hardware profiling softwares (free version): CPU-Z and HWiNFO</li> <li>• Take note of the Processor's brand and model then using any built-in web browser go to the processor's brand official website and search for the model and check for its advertised core counts, number of threads, base speed, turbo speed and launch date</li> <li>• Double check if the website's information of the processor matched the information shown in the windows built-in and third-party hardware profiling software</li> <li>• Using the same systems information check the memory, storage and graphics.</li> <li>• Navigate to Start Button -&gt; Settings -&gt; System -&gt; Display and check for the display resolution</li> <li>• Measure the screen size using a ruler/meter tape</li> <li>• Open the windows built-in camera application then record and play back at least 5 seconds video.</li> <li>• Open the windows built-in voice recorder application then record an audio test (at least 3 seconds each) using the built-in microphone and external microphone</li> <li>• Play back the two recorded audio using the loudspeaker and headphone</li> <li>• Open any text editor then test each keys in the keyboard</li> <li>• Check the touch/track pad, the left and right clicks.</li> <li>• Copy file/s from and to a USB flash drive using each of the USB A ports available</li> <li>• Connect to an external display using the external display port</li> <li>• Navigate to Start Button -&gt; Device Manage -&gt; Security Devices then check for the Trusted Platform Module (TPM) 2.0</li> <li>• Connect the laptop charger then check for charging indicators</li> </ul> <p><i>Inspection and Testing Tools and Equipment Needed:</i></p> <ul style="list-style-type: none"> <li>• Internet Connection</li> <li>• CPU-Z and HWiNFO installers</li> <li>• Ruler/Meter Tape</li> <li>• 3.5mm jack headphones with microphone</li> <li>• USB Flash Drive with files</li> <li>• Appropriate external display cable (to be provided by the bidder)</li> </ul>
2	Printer	<p>The approved technical specification shall be used to check the conformity of the results in this test</p> <ul style="list-style-type: none"> <li>• Prior to the inspection the printer should have been already initialized and installed to a Windows PC/Laptop</li> <li>• Connect to a Windows PC/Laptop via USB</li> <li>• Check the highest printing resolution and test print an image file using that highest resolution settings</li> <li>• Scan any document as image/JPG to a Windows PC/Laptop using the highest scan resolution then check for the image resolution in the File properties -&gt; Details</li> <li>• Check the print speed and highest copy resolution in the printer's brand/model official website, brochure, and other literature.</li> <li>• Fit a standard A4 size paper in the flatbed</li> <li>• Fit 100 sheets of A4/64 gsm paper into the input tray</li> <li>• Fit 30 sheets of A4/64 gsm paper into the output tray</li> <li>• In the windows PC/Laptop check for the accepted paper sizes in the printer preferences</li> <li>• Print using different paper media in conformance to the technical specifications</li> <li>• Connect and print to the printer via Wi-Fi and Wi-Fi Direct</li> <li>• Print using the printer's mobile print application using an android smartphone</li> </ul>

		<ul style="list-style-type: none"> <li>• Browse the internet for the printer's brand official website and navigate to the specific model where printer drivers and related softwares can be downloaded</li> <li>• Check the completeness of the printer package as indicated in the technical specification</li> </ul> <p><i>Inspection and Testing Tools and Equipment Needed:</i></p> <ul style="list-style-type: none"> <li>• Windows PC/Laptop</li> <li>• Image File to be printed</li> <li>• 100 sheets of A4 size, 64 gsm plain bond paper</li> <li>• 3 pieces plain paper of each paper sizes enumerated in the technical specifications</li> <li>• 3 pieces of each media types enumerated in the technical specifications</li> <li>• Wi-Fi router</li> <li>• Android smartphone</li> </ul>
3	Smart TV	<p>The approved technical specification shall be used to check the conformity of the results in this test</p> <ul style="list-style-type: none"> <li>• Connect the TV as an external display monitor of a Windows PC/Laptop using each of the HDMI ports then check the extended display resolution on Start Button -&gt; Settings -&gt; Display -&gt; Screen Resolution</li> <li>• Measure the screen size using a meter tape</li> <li>• Read/Play media files from a USB Flash Drive</li> <li>• Connect to the internet via ethernet connection</li> <li>• Connect to the internet via Wi-Fi connection</li> <li>• Connect a smartphone or other control devices via Bluetooth</li> <li>• Check Operating System and its version</li> </ul> <p><i>Inspection and Testing Tools and Equipment Needed:</i></p> <ul style="list-style-type: none"> <li>• Windows PC/Laptop with HDMI external display port</li> <li>• Appropriate HDMI cable for external display</li> <li>• Meter Tape</li> <li>• USB Flash Drive with media files</li> <li>• Ethernet Cable</li> <li>• Wi-Fi router with ethernet ports</li> <li>• Smartphone or other Bluetooth control device</li> </ul>
<b>Lot 4: Mass Production</b>		
1	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 plexiglass (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, magnet, outside micrometer</i></p>
2	Cabinet, Design 4 (Filing 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. Do the dimensional inspection of the assembly. Measure the height, width, depth, length.</li> </ol>

		<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>
3	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>