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
Lot 4: Refrigerators and Freezers		
1	Refrigerator, 7 cu. ft.	**Functional Specifications.** Check usability (that includes the body, freezer and refrigerator compartments together with its accessories) from the following: a) breakage, rusts, dust b) abnormalities of removable attachments like shelf, crisper and other storage that may be attached on doors. **Performance Specifications** 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. 2. Quality marks affixed on the refrigerator (e.g. PS, ICC, CCC and the like) and or copy of certification to be provided by the supplier (e.g. PS license, ISO 9001 and the like). **Design Specifications** Verify each item of the design specification correspondingly the following: 1. Refer to manufacturer specification, conduct visual and functional checks; 2. Refer to manufacturer specification; 3. Refer to manufacturer specification; 4. Refer to manufacturer specification and conduct test run; 5. Conduct visual check and test run; 6. Refer to manufacturer specification; 7. Refer to manufacturer specification; 8. Check inclusion of Warranty Card bearing at least the required limits; 9. Check manual's language used, content, illustration and compatibility with the item; 10. Refer to the list of service centers provided by the supplier and conduct verification of their status. *Tools and Materials Needed: tape rule, thermometer with wired probe, VAC meter, pc/cellphone, internet connection, 220-240V mains.*
2	Upright Freezer	**Functional Specifications** Check usability (that includes the body, door and compartment together with its accessories) from the following: a) breakage, rusts, dust b) function abnormalities of removable attachments like shelf and other storage/holders that may be included with the item. **Performance Specifications** 1. Place the wired probe of the thermometer in the freezer compartment; 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. 2. Quality marks affixed on the refrigerator (e.g. PS, ICC, CCC and the like) and or copy of certification to be provided by the supplier (e.g. PS license, ISO 9001 and the like). **Design Specifications** Verify each item of the design specification correspondingly the following: 1. Refer to manufacturer specification, conduct visual and functional checks; 2. Refer to manufacturer specification; 3. Refer to manufacturer specification; 4. Refer to manufacturer specification and conduct test run; 5. Conduct visual check and test run; 6. Refer to manufacturer specification; 7. Refer to manufacturer specification; 8. Check inclusion of Warranty Card bearing at least the required limits; 9. Check manual's language used, content, illustration and compatibility with the item; 10. Refer to the list of service centers provided by the supplier and conduct verification of their status. *Tools and Materials Needed: tape rule, thermometer with wired probe, VAC meter, pc/cellphone, internet connection, 220-240V mains.*
Lot 5: Information Technology Devices and Accessories		
1	Laptop Computer	The approved technical specification shall be used to check the conformity of the results in this test • Turn on the laptop using battery power • The laptop must already have pre-installed Microsoft Windows 10 or 11 operating system • Connect to the internet via Wi-Fi • Check the systems information using the following: • Windows built in: Start Button -> Settings -> System -> About • Third-party hardware profiling softwares(free version): CPU-Z and HWiNFO • 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 • 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 • Using the same systems information check the memory, storage and graphics. • Navigate to Start Button -> Settings -> System -> Display and check for the display resolution • Measure the screen size using a ruler/meter tape • Open the windows built-in camera application then record and play back at least 5 seconds video. • 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 • Play back the two recorded audio using the loudspeaker and headphone • Open any text editor then test each keys in the keyboard • Check the touch/track pad, the left and right clicks. • Copy file/s from and to a USB flash drive using each of the USB A ports available • Connect to an external display using the external display port • Navigate to Start Button -> Device Manage -> Security Devices then check for the Trusted Platform Module (TPM) 2.0 • Connect the laptop charger then check for charging indicators *Inspection and Testing Tools and Equipment Needed:* • *Internet Connection*

3		• *CPU-Z and HWiNFO installers* • *Ruler/Meter Tape* • *3.5mm jack headphones with microphone* • *USB Flash Drive with files* • *Appropriate external display cable (to be provided by the bidder)*
2	Printer	The approved technical specification shall be used to check the conformity of the results in this test • Prior to the inspection the printer should have been already initialized and installed to a Windows PC/Laptop • Connect to a Windows PC/Laptop via USB • Check the highest printing resolution and test print an image file using that highest resolution settings • 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 -> Details • Check the print speed and highest copy resolution in the printer's brand/model official website, brochure, and other literature. • Fit a standard A4 size paper in the flatbed • Fit 100 sheets of A4/64 gsm paper into the input tray • Fit 30 sheets of A4/64 gsm paper into the output tray • In the windows PC/Laptop check for the accepted paper sizes in the printer preferences • Print using different paper media in conformance to the technical specifications • Connect and print to the printer via Wi-Fi and Wi-Fi Direct • Print using the printer's mobile print application using an android smartphone • Browse the internet for the printer's brand official website and navigate to the specific model were printer drivers and related softwares can be downloaded • Check the completeness of the printer package as indicated in the technical specification *Inspection and Testing Tools and Equipment Needed:* • *Windows PC/Laptop* • *Image File to be printed* • *100 sheets of A4 size, 64 gsm plain bond paper* • *3 pieces plain paper of each paper sizes enumerated in the technical specifications* • *3 pieces of each media types enumerated in the technical specifications* • *Wi-Fi router* • *Android smartphone*
3	Smart TV	The approved technical specification shall be used to check the conformity of the results in this test • 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 -> Settings -> Display -> Screen Resolution • Measure the screen size using a meter tape • Read/Play media files from a USB Flash Drive • Connect to the internet via ethernet connection • Connect to the internet via Wi-Fi connection • Connect a smartphone or other control devices via Bluetooth • Check Operating System and its version *Inspection and Testing Tools and Equipment Needed:* • *Windows PC/Laptop with HDMI external display port* • *Appropriate HDMI cable for external display* • *Meter Tape* • *USB Flash Drive with media files* • *Ethernet Cable* • *Wi-Fi router with ethernet ports* • *Smartphone or other Bluetooth control device*