



10. Request for Laboratory Testing

Request from the contractor for the conduct of material testing to ensure quality prior to use, through proper sampling, testing, and inspection, with a recommendation to the Project Engineer for the acceptance or rejection of the materials.

Office or Division:	City Engineer's Office – Materials and Quality Control Division			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All Government Agencies, LGU's, and Client			
CHECKLIST OF REQUIREMENT/S		WHERE TO SECURE		
1. Request letter 2. Specimen Sample (Fine Aggregates 201, 104, 105), (Course Aggregates 201, 104, 105) 3. Complete details of Sample Card form (Compressive & Flexural Test)		All from Contractor (Government or Private)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. TEST OF MATERIALS:				
1. Request for sample cards	1.1. Give sample cards to be filled up by the contractor or a contractor's representative for the details of their samples	None	5 min	Section Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
2. Fill up and submit sample cards with the materials	2.1. Receive sample cards and materials to be tested	None	5 mins	Section Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	2.2 Prepare order of payment and submit to the Division Chief (for non-government projects only)	CHB- P 170.00, Deformed bars – P1,290. Per size of 10,000 kls, compaction test- 930.00, grading test- 290.00, design concrete mix- 1,600.00	30 mins	Engineer I, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	2.3. Sign Payment Order	None	.5 mins	Division Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
3. Receive Order of payment and proceed to the City Treasurer's Office (for non-government projects only)	3.1. Log and release Order of Payment	None	5 mins	Division Clerk, MQCD, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present OR and join the MQCD personnel in extracting materials from site	4.1. Extract sample materials from site	None	4 hours	Laboratory Aide with Supervisor, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	3.2. Prepare the testing machine and sample materials	None	30 mins	Laboratory Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
5. Witness the Testing (<i>for CHB, deformed bars flexural and bending tests only</i>)	5.1. Conduct material testing	None	1 hour	Laboratory Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	4.2. Prepare Test Result	None	10 mins	Laboratory Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	4.3. Sign Test Result	None	5 mins	Laboratory Technician, Section Chief, Division Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
6. Receive Test Result	6.1. Record and release certificate/ test result	None	5 mins	Division Clerk, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	TOTAL		6 Hours, 45 mins	
END OF TRANSACTION				
B. TEST OF SAMPLE				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for sample cards	1.1. Give sample cards to be filled up by the contractor or a contractor's representative for the details of their samples	None	5 mins	Section Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
2. Fill up and submit sample card/s with the sample/ material	2.1. Receive sample cards and materials to be tested	None	5 mins	Section Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Prepare order of payment and submit to the Division Chief	Compressive test per cylinder- 150.00/, per CHB- 170.00/ Sample, core boring test- 1,370.00	30 mins	Engineer I, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	2.4. Sign Payment Order	None	5 mins	Division Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
3. Receive Order of payment and proceed to the City Treasurer's Office (<i>for non-government projects only</i>)	3.1. Log and release Order of Payment	None	5 mins	Division Clerk, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	2.2. Prepare the testing machine and sample materials	None	30 mins	Laboratory Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
3. Present OR and witness the testing process	3.1. Test samples	None	10 mins/ sample	Laboratory Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	3.2. Prepare Test Result	None	10 mins	Laboratory Technician, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	3.3 Sign Test Result	None	5 mins	Laboratory Technician, Section Chief, Division Chief, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
4. Receive Test Result	4.1. Record and release certificate/ test result	None	5 mins	Division Clerk, MQCD, City Engineer's Office, CEO Compound, Bula, GSC
	Total	P380.00	1 Hour, 50 mins	
END OF TRANSACTION				