

Recessed LED Panel Light

PROJECT SPECIFICATION & PROCUREMENT CHECKLIST

An eight-page RFQ workbook for distributors, contractors, lighting designers, procurement teams, and OEM buyers.

01 Project Gate Sheet

Complete this page before asking suppliers to price the project.

Project name _____	Country / market _____
Client / end user _____	Consultant / contractor _____
Buyer / distributor _____	RFQ no. / revision _____
Target order date _____	Required delivery _____
Estimated quantity _____	Prepared by _____

Release gates

- | | |
|---|--|
| ☐ Ceiling survey completed | ☐ Room schedule issued |
| ☐ Control architecture confirmed | ☐ Compliance market confirmed |
| ☐ Sample configuration selected | ☐ Sample room decision recorded |
| ☐ Budget range recorded | ☐ Delivery window recorded |

Critical risks to resolve before quotation

1. _____
2. _____
3. _____

BEST PRACTICE

Attach this gate sheet to the ceiling plan, room schedule, control schematic, and quantity breakdown. Suppliers can only compare the same scope when the enquiry defines the same product.

02 Ceiling & Installation Survey

Complete one row for each ceiling condition or fixture zone.

Zone / room	Ceiling type	Nominal module	Clear opening	Usable depth	T-bar / trim	Obstructions	Access below?

Site checks

- ☐ Approved drawing shows outer dimensions
 - ☐ Panel and driver pass through opening
 - ☐ Services and fire barriers coordinated
 - ☐ Cutout tolerance agreed
- ☐ Driver dimensions and location shown
 - ☐ Support / restraint method defined
 - ☐ Service loop and connectors accessible
 - ☐ Fallback mounting identified if depth fails

Drawing and photo references

Reflected ceiling plan _____

Ceiling detail _____

Survey photo folder _____

Revision _____

Revision _____

Survey date _____

Field notes

03 Room & Luminaire Performance Schedule

Use one line per room type or approved luminaire configuration.

Room	Qty	Mounting height	Target criterion	Delivered lm	Max W	lm/W	Optic	CCT	CRI	SDCM	Glare

Photometric evidence

- ☐ IES / LDT file matches model and optic
- ☐ Calculation uses actual room geometry
- ☐ Uniformity and glare reviewed
- ☐ Report states power, lumens, efficacy and color
- ☐ Maintained-light assumptions recorded
- ☐ File revision locked at approval

Calculation record

Software / version _____

File / revision _____

Approved layout _____

Prepared by _____

Date _____

Approval status _____

Approval comments

04 Driver, Controls & Emergency

Quote and approve the driver as part of the luminaire configuration.

Item	Required value	Supplier offer	Evidence / model	Approved
Input voltage / frequency				☐
Driver brand and model				☐
Output current / LED load				☐
Dimming protocol				☐
Minimum dim level / curve				☐
Analogue control behavior				☐
DALI-2 listing reference				☐
Sensor type / delay				☐
Emergency duration / output				☐
Emergency test / indicator				☐
Driver access / replacement				☐

Compatibility test

Controller make / model _____

Firmware / settings _____

- ☐ Low-end dimming stable
- ☐ Required range has no dropout

Fixture / driver tested _____

Test date _____

- ☐ Switch-off behavior accepted
- ☐ Sensor and emergency interaction accepted

05 Compliance & Evidence Register

Do not accept a certificate title without checking the model and construction covered.

Document	Standard / market	Exact model	Issuer / lab	Report no.	Status	Received
Luminaire safety						☐
EMC						☐
Optical / electrical						☐
Photometric file						☐
Driver safety / EMC						☐
Dimming certification						☐
LM-80 / TM-21 support						☐
Emergency equipment						☐
Restricted substances						☐

Evidence rules

- ☐ Model, construction and ratings match offer
- ☐ Scope and standard edition recorded
- ☐ Whole-luminaire life is not inferred from package data
- ☐ Documents apply to destination market
- ☐ Covered variants identified
- ☐ Controlled copies stored with PO revision

Open evidence gaps / owner / due date

06 OEM/ODM, Quality & Packaging Control

Lock the approved configuration before repeat production.

Controlled item	Approved make / material / revision	Tolerance or equivalent process
LED package / board		
Driver		
Lens / reflector / diffuser		
Housing / frame / finish		
Connector and wiring		
Label / barcode		
Manual / carton artwork		
Firmware / settings		

Batch controls

CCT / SDCM limit _____

Lumen tolerance _____

Inspection level _____

- ☐ Critical changes need written approval
- ☐ Dimming / emergency in final inspection

CRI limit _____

Power tolerance _____

Golden sample ID _____

- ☐ Batch and production date coded
- ☐ Appearance compared under controlled light

Packaging

Units / carton _____

Pallet pattern _____

Transport test _____

Carton size / gross weight _____

Maximum stack _____

Marks / language _____

07 Supplier Comparison & Commercial Review

Score 1 (weak) to 5 (strong). Do not score technical claims without evidence.

Criterion	Weight	Supplier A	Supplier B	Supplier C	Evidence gap / notes
Ceiling fit and drawings	15%				
Photometric evidence	15%				
Glare and color control	10%				
Driver / controls	15%				
Compliance evidence	15%				
Quality / change control	10%				
MOQ / customization	5%				
Lead time / capacity	5%				
Packaging / logistics	5%				
Warranty / spares	5%				
WEIGHTED TOTAL	100%				

Commercial comparison

Item	Supplier A	Supplier B	Supplier C
MOQ by configuration			
Sample lead time			
Production lead time			
Quote validity / Incoterm			
Warranty path / spare stock			

08 Sample Approval, Commissioning & RFQ Release

Use the final page as the release record for mass production and handover.

Sample-room approval

- ☐ Product, driver, optic and firmware codes recorded
- ☐ Ceiling fit and finish accepted
- ☐ Input power and output setting measured
- ☐ Dimming, sensor and emergency accepted
- ☐ All team comments closed
- ☐ Drawing and photometric revisions recorded
- ☐ Driver and connector access accepted
- ☐ Field checks compared with calculation
- ☐ Labels and wiring photographed

Commissioning record

Check	Result / reference	Responsible	Date	Accepted
Circuit / protection				☐
Control addressing / grouping				☐
Output / dimming settings				☐
Sensor operation				☐
Emergency test				☐
Lighting measurements				☐
As-built documents				☐
Spare parts handover				☐

Information sent with RFQ

- ☐ Completed workbook
- ☐ Room schedule and criteria
- ☐ Compliance list
- ☐ OEM artwork / packaging brief
- ☐ Ceiling plans and details
- ☐ Control schematic
- ☐ Quantity and delivery schedule

PROJECT ENGINEERING olamled.com/contact/

PANEL LIGHT RANGE

olamled.com/led-module-panel-light/

This workbook supports project coordination. Final designs, installation methods, and compliance decisions remain the responsibility of qualified project professionals and the authorities governing the project.