



Republic of the Philippines
Department of Education

**PROJECT: Procurement of Fleet Vehicle
TEST DRIVE GUIDELINES**

1.0 PURPOSE

Confirmation and validation of the Technical Specifications of the Procured Vehicles and its actual Vehicle Performance.

2.0 GUIDELINES

2.1 Presence of the end user's representatives in DepEd Central Office

- Driver who must be a permanent employee.
- Inspectors who must be permanent employees.

2.2 Pre - delivery inspection & Checklist

- Dealer must have conducted a pre - delivery service.
- A copy of the pre – delivery service report should be provided to DepEd.
- DepEd representatives shall check and validate the items covered in the pre - delivery service report against the Technical Specifications of the Contract.

2.3 Road Test Drive (to be conducted by DepEd and Dealer's representatives)

- Check Engine and Transmission Specifications based on the Owner's Manual and Brochure provided by the Dealer.
- Check accessories, security and safety features listed on the Dealer's Pre Delivery Service Check list .
- Test drive should be performed on a 5 km highway segment.
- Driving should be on a steady lane position and in constant speed from 40 km/h (minimum) to 80 km/hr (maximum).

- **City test driving should be conducted for a minimum of 45 minutes to a maximum of 1 hour.**
- **DepEd and Dealer's representatives shall observe the following during the test drives mentioned above and properly document the observations made: vehicle performance; riding comfort; body vibration; unfamiliar sound ex. rattling, squeaking, humming sound; engine power; braking performance; steering system and clutch system.**

3.0 Report

The DepEd representatives shall submit a written inspection and Observation Report within 24 hours after the conduct of the Test Drive.