

Annex "D"

Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

No.	Item/Service Type and Nature of each Item/Service	Vehicles	Maximum Quantity	Contract Duration
1	Provision for replacement of new tires for sixty-five (65) vehicles	Avanza	18 units	The Service Contract shall commence ten (10) days from receipt of Notice to Proceed until December 31, 2023 or upon the exhaustion of funds
		Adventures	7 units	
		Montero	5 units	
		Trailblazer	6 units	
		Strada	8 units	
		Fortuner	3 units	
		Innova	4 units	
		Hi-Ace	7 units	
		Grand Livina	1 unit	
		Xtrail	2 units	
		Country Bus	2 units	
		L300 FB	1 unit	
Starex	1 unit			
2	Provision for replacement of battery for sixty-five (65) vehicles	Avanza	16 units	The Service Contract shall commence ten (10) days from receipt of Notice to Proceed until December 31, 2023 or upon the exhaustion of funds
		Adventure	7 units	
		Montero	5 units	
		Trailblazer	6 units	
		Strada	8 units	
		Fortuner	3 units	
		Innova	4 units	
		Hi-Ace	7 units	
		Grand Livina	1 unit	
		Xtrail	2 units	
		Country Bus	4 units	
		L300 FB	1 unit	
Starex	1 unit			
3	Provision for changing oils for sixty-five vehicles (<i>PMS shall be rendered after 10,000 kms odometer reading from the last maintenance service or every three (3) months, whichever comes first</i>) Note: 3 jobs for each of vehicle	Avanza ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including	18 units	The Service Contract shall commence ten (10) days from receipt of Notice to Proceed until December 31, 2023 or upon the exhaustion of funds

		<p>all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.</p>		
		<p>Adventure</p> <p>✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment;</p>	<p>7 units</p>	

		<ul style="list-style-type: none"> ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension. 		
		<p>Montero</p> <ul style="list-style-type: none"> ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; 	5 units	

		<ul style="list-style-type: none"> ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension. 		
		<p>Trailblazer</p> <ul style="list-style-type: none"> ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; 	<p>6 units</p>	

		<ul style="list-style-type: none"> ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension. 		
		<p>Strada</p> <ul style="list-style-type: none"> ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and 	<p>8 units</p>	

		rear suspension.		
		Fortuner	3 units	
		<ul style="list-style-type: none"> ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension. 		
		Innova	4 units	
		<ul style="list-style-type: none"> ✓Change engine oil and filter; ✓Replace air filter, and cabin 		

		<p>filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.</p>		
		<p>Hi-Ace ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids</p>	<p>7 units</p>	

		<p>(brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.</p>		
		<p>Grand Livina ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical</p>	<p>1 unit</p>	

		<p>system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.</p>		
		<p>Xtrail</p> <p>✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check</p>	<p>2 units</p>	

		<p>windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.</p>		
		<p>Country Bus</p> <p>✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking</p>	<p>2 units</p>	

		<p>brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.</p>		
		<p>L300 FB</p> <p>✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system;</p>	<p>1 unit</p>	

		<ul style="list-style-type: none"> ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension. 		
		<p>Starex</p> <ul style="list-style-type: none"> ✓Change engine oil and filter; ✓Replace air filter, and cabin filter; ✓ Lubricate chassis; ✓Replacement of PCV valve; ✓Check and "top off" all fluids (brake, clutch, power steering) ✓Check and adjust belts; ✓Check all hoses; ✓Check all lights; ✓Check electrical system, including all fuses; ✓Check windshield wipers; ✓Check and adjust doors; ✓Check wheel alignment; ✓Check brake pedal and parking brake; ✓Check brake pads and discs; ✓Check Drive axle service; ✓Check exhaust system; ✓Check & rotate tires; ✓Inspect ball joints and dust cover; ✓Inspect air cleaner filter for 	<p>1 unit</p>	

		diesel engine; ✓Check steering wheel, linkage and gear box; ✓Check front and rear suspension.		
4	Repair and replacement of parts and materials for under chassis of service vehicles	Avanza	16 units	
		Adventure	7 units	
		Montero	4 units	
		Trailblazer	6 units	
		Strada	8 units	
		Fortuner	2 units	
		Innova	4 units	
		Hi-Ace	6 units	
		Grand Livina	1 unit	
		Xtrail	2 units	
		Country Bus	2 units	
		L300 FB	1 unit	
		Starex	1 unit	
5	Provision for the complete repair and replacement of parts of transmission (drive train)	Avanza	18 units	
		Adventure	7 units	
		Montero	5 units	
		Trailblazer	6 units	
		Strada	8 units	
		Fortuner	3 units	
		Innova	4 units	
		Hi-Ace	7 units	
		Grand Livina	1 unit	
		Xtrail	2 units	
		Country Bus	2 units	
		L300 FB	1 unit	
		Starex	1 unit	
6.	Provision for the complete repair and replacement of parts of transmission (drive train)	Avanza	18 units	
		Adventure	7 units	
		Montero	5 units	
		Trailblazer	6 units	
		Strada	8 units	
		Fortuner	3 units	
		Innova	4 units	
		Hi-Ace	7 units	
		Grand Livina	1 unit	
		Xtrail	2 units	
		Country Bus	2 units	
		L300 FB	1 unit	
		Starex	1 unit	
7	Inspect, repair, and replace air-condition for service vehicles	Avanza	18 units	
		Adventure	7 units	
		Montero	5 units	
		Trailblazer	6 units	
		Strada	8 units	
		Fortuner	3 units	
		Innova	4 units	
		Hi-Ace	7 units	
		Grand Livina	1 unit	
		Xtrail	2 units	
		Country Bus	2 units	
		L300 FB	1 unit	
		Starex	1 unit	

8	Repair and replacement of electrical accessories of service vehicles	Avanza	18 units
		Adventure	7 units
		Montero	5 units
		Trailblazer	6 units
		Strada	8 units
		Fortuner	3 units
		Innova	4 units
		Hi-Ace	7 units
		Grand Livina	1 unit
		Xtrail	2 units
		Country Bus	2 units
		L300 FB	1 unit
		Starex	1 unit
9	Repair and Repaint of Body for five (5) vehicles	Fortuner	1 unit
		Country Bus	2 units
		L300 FB	1 unit
		Starex	1 unit

A. Delivery Schedule

The Service Contract shall commence ten (10) days from receipt of Notice to Proceed until December 31, 2023 or upon the exhaustion of funds, in coordination with DepEd AS-GSD.

B. Project Site

Goods/Services shall be delivered to DepEd Central Office, Meralco Avenue, Pasig City.

The delivery site should be at the Service Center provided by the service provider.

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications /Terms of Reference (TOR) shall be delivered only to the address indicated herein.
- 2) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.
- 3) The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. to 2:00 P.M., and on non-working days.
- 4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division for purposes of Inspection and Acceptance.

D. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission

- 2) Compliance with Technical Specifications and Terms of Reference (TOR)
(see attached Annex "C")
- 3) Price – Lowest Bid/Quotation

Statement of Compliance

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Contract shall be accepted by us at any time before expiration of this period.

The DepEd- Bids and Awards Committee I reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Name and Signature of Provider's Authorized Representative