



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Date: January 6, 2026
RFQ No.: 2026-01-004

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Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The Department of Education - Regional Office IX, through its Bids and Awards Committee (BAC), intends to Procurement of Service Provider for the Repair and Preventive Maintenance of all the Official Service Vehicles of DepEd RO-IX for FY 2026 in accordance with Section 34 Small Value Procurement of the RA 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than 1:30 PM, January 13, 2026. Along with the quotation/proposal, kindly submit a copy of your PhilGEPS Registration Number and Mayor's/Business Permit.

A valid **Certificate of PhilGEPS Registration** (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

A notarized **Omnibus Sworn Statement** (GPPB-prescribed form) will also be required to be submitted prior to award.

Open quotations may be submitted, manually or through facsimile or email at the address indicated below.

For any clarification, you may email us at region9.bac@deped.gov.ph

DR. GREGORIO CYRUS R. ELEJORDE, CESO V
BAC Chairman

Procurement of Service Provider for the Repair and Preventive Maintenance of all the Official Service Vehicles of DepEd RO-IX for FY 2026	ABC	₱651,216.00
BIDDER'S STATEMENT OF COMPLIANCE		Please fill up with either: "Comply" or "Not Comply"
TECHNICAL SPECIFICATIONS		
TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specifications / Services
Contract of Service Provider for the Preventive Maintenance Servicing (PMS) and possible Repairs of the Service Vehicles		
January to December 2026		
Preventive Maintenance Servicing:		
Frequency: Quarterly		
February 2026, May 2026, August 2026 & November 2026 and/or as the need requires		
TOYOTA HI-ACE (A9 Y209)		
TOYOTA HI-ACE (PO F340)		
TOYOTA HI-ACE (P5 Y896)		
Inclusion:		
Materials		
Brake Cleaner, 12 pcs.		
Engine Flush, 24 liters		
Fuel Filter, 12 pcs		
Engine Oil (7 liters/quarter/Service Vehicle), 84 liters		
Labor		
Engine Change Oil		
Replace Fuel Filter		
Brake Cleaning		
TOYOTA AVANZA (A9F-819)		
Inclusion:		
Materials		
Brake Cleaner, 4 pcs		
Engine Flush, 8 liters		
Oil Filter, 4 pcs		
Engine Oil, 16 liters		
Labor		
Brake Cleaning		
Engine Change Oil		
Replace Fuel Filter		
TOYOTA INNOVA (092006)		
Inclusion:		
Materials		
Brake Cleaner, 4 pcs		
Engine Flush , 8 liters		

Fuel Filter, 4pcs		
Engine Oil, 16 liters		
Labor		
Brake Cleaning		
Engine Change Oil		
Replace Fuel Filter		
MITSUBISHI STRADA (B6-T490)		
Inclusion:		
Materials		
Brake Cleaner, 8 pcs		
Engine Flush, 16 liters		
Fuel Filter, 8 liters		
Engine Oil (7 liters/quarter/Service Vehicle), 56 liters		
Labor		
Engine Change Oil		
Replace Fuel Filter		
Brake Cleaning		
Minor/Major Repairs:		
Inclusive of Installation/Labor and Materials		
Tire Branded		
TOYOTA AVANZA (A9F-819), 185x70xR14		
TOYOTA INNOVA (TMI 916), 205/65/R15		
TOYOTA HI-ACE (A9 Y209), 195 R15		
TOYOTA HI-ACE (PO F340), 195 R15		
TOYOTA HI-ACE (P5 Y896), 195 R15		
MITSUBISHI STRADA (B6-T490), 265/60 R18, All Terrain		
Wheel Alignment		
TOYOTA AVANZA (A9F-819)		
MITSUBISHI STRADA (SCA-7083)		
TOYOTA HI-ACE (A9 Y209)		
TOYOTA HI-ACE (PO F340)		
TOYOTA HI-ACE (P5 Y896)		
TOYOTA INNOVA (TMI 916)		
Brake Pads Branded (Original)		
TOYOTA AVANZA (A9F-819)		
MITSUBISHI STRADA (B6-T490)		
TOYOTA HI-ACE (A9 Y209)		
TOYOTA HI-ACE (PO F340)		
TOYOTA HI-ACE (P5 Y896)		
TOYOTA INNOVA (TMI 916)		
Brake Shoe		
TOYOTA HI-ACE (A9 Y209)		
TOYOTA HI-ACE (PO F340)		
TOYOTA HI-ACE (P5 Y896)		
MITSUBISHI STRADA (B6-T490)		
Battery Branded		

TOYOTA AVANZA (A9F-819)		
MITSUBISHI STRADA (B6-T490)		
TOYOTA HI-ACE (A9 Y209)		
TOYOTA HI-ACE (PO F340)		
TOYOTA HI-ACE (P5 Y896)		
TOYOTA INNOVA (TMI 916)		
Generator Set		
Wiper Branded		
TOYOTA AVANZA (A9F-819)		
MITSUBISHI STRADA (B6-T490)		
TOYOTA HI-ACE (A9 Y209)		
TOYOTA HI-ACE (PO F340)		
TOYOTA HI-ACE (P5 Y896)		
TOYOTA INNOVA (TMI 916)		

Provision/s:

- Free Use of the Amenities
- Free Check Up

*** nothing follows ***

Terms of Payment:

Payment shall be made through LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

YOUR QUOTATION:

Summary of Approved Budget				Offered Quotation			
Item	Qty.	Unit	Unit Price	Item	Qty.	Unit Price	Total
Contract of Service Provider for the Preventive Maintenance Servicing (PMS) and possible Repairs of the Service Vehicles				Contract of Service Provider for the Preventive Maintenance Servicing (PMS) and possible Repairs of the Service Vehicles			
January to December 2026				January to December 2026			
Preventive Maintenance Servicing:				Preventive Maintenance Servicing:			
Frequency: Quarterly				Frequency: Quarterly			
February 2026, May 2026, August 2026 & November 2026 and/or as the need requires				February 2026, May 2026, August 2026 & November 2026 and/or as the need requires			
TOYOTA HI-ACE (A9 Y209)	4	Packs	8,169.00	TOYOTA HI-ACE (A9 Y209)	4		
TOYOTA HI-ACE (PO F340)	4	Packs	8,169.00	TOYOTA HI-ACE (PO F340)	4		
TOYOTA HI-ACE (P5 Y896)	4	Packs	8,169.00	TOYOTA HI-ACE (P5 Y896)	4		
Inclusion:				Inclusion:			
Materials				Materials			
Brake Cleaner, 12 pcs.				Brake Cleaner, 12 pcs.			

Engine Flush, 24 liters				Engine Flush, 24 liters			
Fuel Filter, 12 pcs				Fuel Filter, 12 pcs			
Engine Oil (7 liters/quarter/Service Vehicle), 84 liters				Engine Oil (7 liters/quarter/Service Vehicle), 84 liters			
Labor				Labor			
Engine Change Oil				Engine Change Oil			
Replace Fuel Filter				Replace Fuel Filter			
Brake Cleaning				Brake Cleaning			
TOYOTA AVANZA (A9F-819)	4	Packs	5,299.00	TOYOTA AVANZA (A9F-819)	4		
Inclusion:				Inclusion:			
Materials				Materials			
Brake Cleaner, 4 pcs				Brake Cleaner, 4 pcs			
Engine Flush, 8 liters				Engine Flush, 8 liters			
Oil Filter, 4 pcs				Oil Filter, 4 pcs			
Engine Oil, 16 liters				Engine Oil, 16 liters			
Labor				Labor			
Brake Cleaning				Brake Cleaning			
Engine Change Oil				Engine Change Oil			
Replace Fuel Filter				Replace Fuel Filter			
TOYOTA INNOVA (092006)	4	Packs	8,169.00	TOYOTA INNOVA (092006)	4		
Inclusion:				Inclusion:			
Materials				Materials			
Brake Cleaner, 4 pcs				Brake Cleaner, 4 pcs			
Engine Flush , 8 liters				Engine Flush , 8 liters			
Fuel Filter, 4pcs				Fuel Filter, 4pcs			
Engine Oil, 16 liters				Engine Oil, 16 liters			
Labor				Labor			
Brake Cleaning				Brake Cleaning			
Engine Change Oil				Engine Change Oil			
Replace Fuel Filter				Replace Fuel Filter			
MITSUBISHI STRADA (B6-T490)	4	Packs	8,169.00	MITSUBISHI STRADA (B6-T490)	4		
Inclusion:				Inclusion:			
Materials				Materials			
Brake Cleaner, 8 pcs				Brake Cleaner, 8 pcs			
Engine Flush, 16 liters				Engine Flush, 16 liters			
Fuel Filter, 8 liters				Fuel Filter, 8 liters			
Engine Oil (7 liters/quarter/Service Vehicle), 56 liters				Engine Oil (7 liters/quarter/Service Vehicle), 56 liters			
Labor				Labor			
Engine Change Oil			4,599.00	Engine Change Oil			
Replace Fuel Filter			250.00	Replace Fuel Filter			
Brake Cleaning			700.00	Brake Cleaning			
Minor/Major Repairs:				Minor/Major Repairs:			
Inclusive of Installation/Labor and Materials				Inclusive of Installation/Labor and Materials			

Tire Branded				Tire Branded			
TOYOTA AVANZA (A9F-819), 185x70xR14	4	pcs	5,500.00	TOYOTA AVANZA (A9F-819), 185x70xR14	4		
TOYOTA INNOVA (TMI 916), 205/65/R15	4	pcs	6,550.00	TOYOTA INNOVA (TMI 916), 205/65/R15	4		
TOYOTA HI-ACE (A9 Y209), 195 R15	4	pcs	8,250.00	TOYOTA HI-ACE (A9 Y209), 195 R15	4		
TOYOTA HI-ACE (PO F340), 195 R15	4	pcs	8,250.00	TOYOTA HI-ACE (PO F340), 195 R15	4		
TOYOTA HI-ACE (P5 Y896), 195 R15	4	pcs	8,250.00	TOYOTA HI-ACE (P5 Y896), 195 R15	4		
MITSUBISHI STRADA (B6- T490), 265/60 R18, All Terrain	4	Pcs	17,650.00	MITSUBISHI STRADA (B6- T490), 265/60 R18, All Terrain	4		
Wheel Alignment				Wheel Alignment			
TOYOTA AVANZA (A9F-819)	4	Pairs	750.00	TOYOTA AVANZA (A9F-819)	4		
MITSUBISHI STRADA (SCA- 7083)	4	Pairs	1,800.00	MITSUBISHI STRADA (SCA- 7083)	4		
TOYOTA HI-ACE (A9 Y209)	4	Pairs	1,800.00	TOYOTA HI-ACE (A9 Y209)	4		
TOYOTA HI-ACE (PO F340)	4	Pairs	1,800.00	TOYOTA HI-ACE (PO F340)	4		
TOYOTA HI-ACE (P5 Y896)	4	Pairs	1,800.00	TOYOTA HI-ACE (P5 Y896)	4		
TOYOTA INNOVA (TMI 916)	4	Pairs	1,800.00	TOYOTA INNOVA (TMI 916)	4		
Brake Pads Branded (Original)				Brake Pads Branded (Original)			
TOYOTA AVANZA (A9F-819)	4	set	2,200.00	TOYOTA AVANZA (A9F-819)	4		
MITSUBISHI STRADA (B6- T490)	4	set	7,350.00	MITSUBISHI STRADA (B6- T490)	4		
TOYOTA HI-ACE (A9 Y209)	4	set	2,550.00	TOYOTA HI-ACE (A9 Y209)	4		
TOYOTA HI-ACE (PO F340)	4	set	2,550.00	TOYOTA HI-ACE (PO F340)	4		
TOYOTA HI-ACE (P5 Y896)	4	set	2,550.00	TOYOTA HI-ACE (P5 Y896)	4		
TOYOTA INNOVA (TMI 916)	4	set	7,350.00	TOYOTA INNOVA (TMI 916)	4		
Brake Shoe				Brake Shoe			
TOYOTA HI-ACE (A9 Y209)	2	set	3,650.00	TOYOTA HI-ACE (A9 Y209)	2		
TOYOTA HI-ACE (PO F340)	2	set	3,650.00	TOYOTA HI-ACE (PO F340)	2		
TOYOTA HI-ACE (P5 Y896)	2	set	3,650.00	TOYOTA HI-ACE (P5 Y896)	2		
MITSUBISHI STRADA (B6- T490)	2	set	3,880.00	MITSUBISHI STRADA (B6- T490)	2		
Battery Branded				Battery Branded			
TOYOTA AVANZA (A9F-819)	1	unit	6,880.00	TOYOTA AVANZA (A9F-819)	1		
MITSUBISHI STRADA (B6- T490)	1	unit	10,850.00	MITSUBISHI STRADA (B6- T490)	1		
TOYOTA HI-ACE (A9 Y209)	1	unit	9,650.00	TOYOTA HI-ACE (A9 Y209)	1		
TOYOTA HI-ACE (PO F340)	1	unit	9,650.00	TOYOTA HI-ACE (PO F340)	1		
TOYOTA HI-ACE (P5 Y896)	1	unit	9,650.00	TOYOTA HI-ACE (P5 Y896)	1		
TOYOTA INNOVA (TMI 916)	1	unit	8,500.00	TOYOTA INNOVA (TMI 916)	1		
Generator Set	1	unit	10,850.00	Generator Set	2		
Wiper Branded				Wiper Branded			
TOYOTA AVANZA (A9F-819)	2	set	425.00	TOYOTA AVANZA (A9F-819)	2		

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation(s) must be *valid for a period of thirty (30) calendar days* from the date of submission.
3. Price quotation(s), to be denominated in Philippine peso include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative(s).
7. The item(s) shall be delivered according to the requirements specified in the Technical Specifications.
8. The Technical Working Group (TWG) shall have the right to inspect and/or test the item(s)/goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address