



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon

**REQUEST FOR QUOTATION**

**RELOCATION AND IMPROVEMENT OF CASHIER'S OFFICE (LUCENA)**

**Purchase Request No. 2024-06-1319**

**Approved Budget for the Contract: ₱68,265.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Relocation and Improvement of Cashier's Office (Lucena)** to apply the sum of **Sixty Eight Thousand and Two Hundred Sixty Five Pesos Only (₱ 68,265.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Relocation and Improvement of Cashier's Office
		*see attached document for specifications

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprocedurement@slsu.edu.ph](mailto:slsuprocedurement@slsu.edu.ph)

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

  
**MARIDEL C. ZABELLA**  
Head, Procurement Office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519








REPUBLIC OF THE PHILIPPINES  
SOUTHERN LUZON STATE UNIVERSITY  
PHYSICAL PLANT AND FACILITIES



PROJECT TITLE:	RELOCATION AND IMPROVEMENT OF CASHIER'S OFFICE, SLSU LUCENA
PROJECT LOCATION:	Administration Building, Lucena Campus
OWNER:	Southern Luzon State University
MODE OF IMPLEMENTATION:	by Contract
DURATION:	7 CD except Saturday and Sunday for 2 Aluminum Installers

SUMMARY				
ITEM	DESCRIPTION	MATERIALS COST	LABOR AND EQUIPMENT COST	TOTAL COST
I	Windows	-	-	-
II	Glass Partition	-	-	-
TOTAL ESTIMATED DIRECT COST				-
OVERHEAD, CONTINGENCIES AND MISC. (OCM)				-
CONTRACTOR'S PROFIT				-
VALUE ADDED TAX (VAT)				-
TOTAL ESTIMATED PROJECT COST				-

  
**ENGR. RONELITO O. SAN JOSE**  
Head, Physical Plant and Facilities

REPUBLIC OF THE PHILIPPINES  
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**BILL OF MATERIALS**


ITEM	DESCRIPTION	Qty	Unit	Direct Cost	Total Materials Cost
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**I. Windows**

1	Powder Coated Aluminum White Framed Window with 6mm thk clear glass (complete with accessories) (See Attached drawing for Details)	2	set		
<b>SUB-TOTAL</b>					-

**II. Glass Partition**

1	Powder Coated Aluminum White Framed Partition with 6mm thk clear glass (complete with accessories) including 1 set of Swing Door (See Attached drawing for Details)	1	set		
<b>SUB-TOTAL</b>					-

  
**ENGR. RONEBITO O. SAN JOSE**  
Head, Physical Plant and Facilities



Republic of the Philippines  
Southern Luzon State University  
**PHYSICAL PLANT AND FACILITIES**



**Project:** Relocation and Improvement of Cashier's Office at Admin Bldg, SLSU  
Lucena

**Location:** Admin Bldg, Lucena Campus

**Implementation:** by Contract

**Duration:** 7 Calendar Days for 2 Aluminum Installers

## SCOPE OF WORKS

### I. Windows

- Fabrication and Installation of 2 sets of aluminum framed with clear glass window as per attached Drawing
- Materials are subject for approval before installation

### II. Glass Partition

- Fabrication and Installation of Glass Partition aluminum framed with clear glass swing door as per attached Drawing
- Materials are subject for approval before installation

PREPARED BY:

**RONELITO O. SAN JOSE, PME**  
Head, Physical Plant and Facilities

REVIEWED BY:

**ENGR. MELVIN A. MAKIPAGAY**  
Director, Planning and Development Office  
(Infrastructure)

APPROVED BY:

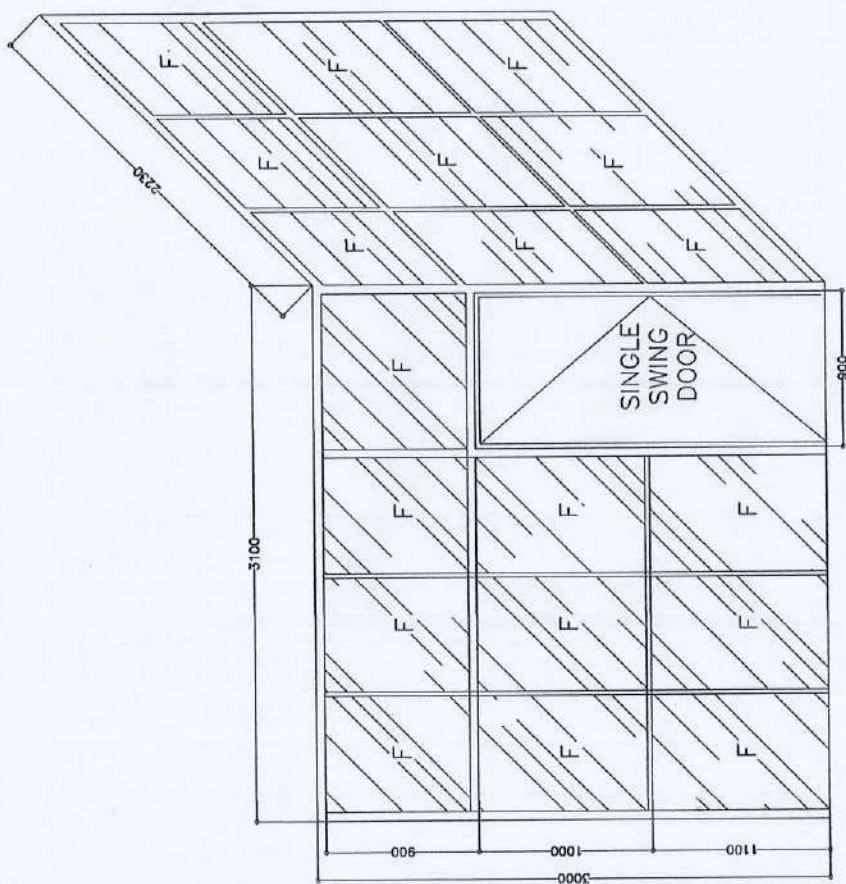
**DR. FREDERICK T. VILLA**  
University President





PROJECT TITLE	PREPARED BY:	REVIEWED BY:	APPROVED BY:	DATE
RELOCATION AND IMPROVEMENT OF CASHIER'S OFFICE AT ADMIN BLDG, SLSU LUCENA	 ENGR. RONEILITO Q. SAN JOSE <small>HEAD, PHYSICAL PLANNING AND FACILITIES</small>	 ENGR. MELVIN A. MANALANG <small>SENIOR LIAISON AND REPRESENTATIVE OF THE ARCHITECTS</small>	 DR. FREDERICK A. VILLA <small>UNIVERSITY PRESIDENT</small>	1 2009 1 & 2 FINAL
APPROVED: SLSU LUCENA - CHAIRMAN, LUCENA-CTF & ECTN APPROVED: SLSU LUCENA - CHAIRMAN, LUCENA-CTF & ECTN				

P/D



ALUMINUM GLASS PARTITION WITH SINGLE SWING DOOR (900MM X 2100MM)

6MM THK CLEAR GLASS  
COMPLETE WITH ACCESSORIES

MEASUREMENTS ARE IN MILLIMETER

PROJECT TITLE RELOCATION AND IMPROVEMENT OF CASHIER'S OFFICE AT ADMIN BLDG, SSU LUCENA PROJECT NO. 2023-01-001	PREPARED BY: ENGR. RONEL TO O. SAN JOSE ENGR. JAMES M. SAN JOSE ENGR. JAMES M. SAN JOSE	REVIEWED BY: [Signature] ENGR. JAMES M. SAN JOSE ENGR. JAMES M. SAN JOSE	APPROVED BY: [Signature] DR. FREDERICK VILLA DR. FREDERICK VILLA	ALUMINUM GLASS PARTITION	2