



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

**REQUEST FOR QUOTATION**

**PERMIT TO OPERATE BOILER, ELEVATOR AND GENERATOR SET (PPF)**

**Purchase Request No. 2024-08-1701**

**Approved Budget for the Contract: ₱181,700.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Permit to Operate Boiler, Elevator and Generator Set (PPF)** to apply the sum of **One Hundred Eighty One Thousand and Seven Hundred Pesos Only (₱181,700.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
		Permit to Operate the Following:
1	set	Boiler
1	set	Elevator
1	set	Generator Set
1	lot	Mobilization
		*see attached document for details

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 : [slsuprourement@slsu.edu.ph](mailto:slsuprourement@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:	Permit to Operate of Boiler, Elevator and Generator Set	
PROJECT LOCATION:	SLSU Main Campus	
OWNER:	SLSU	
MODE OF IMPLEMENTATION:	by contract	
DURATION:		

SUMMARY						
ITEM	DESCRIPTION	TOTAL MATERIALS DIRECT COST	LABOR & EQUIPMENT COST	MATERIALS UNIT COST		TOTAL
I	BOILER	-	-	-		-
II	ELEVATOR	-	-	-		-
III	GENERATOR SET	-	-	-		-
IV	MOBILIZATION	-	-	-		-
		TOTAL ESTIMATED PROJECT COST				-

PREPARED BY:

  
**ENGR. RONEITO O. SAN JOSE**

Head, Physical Plant and Facilities

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

PROJECT TITLE:	Permit to Operate of Boiler, Elevator and Generator Set
PROJECT LOCATION:	SLSU Main Campus
OWNER:	SLSU
MODE OF IMPLEMENTATION:	by contract
DURATION:	

**BILL OF MATERIALS**

ITEM	DESCRIPTION	Qty	Unit	Materials Direct Cost	Total Materials Direct Cost	Labor & Equipment Cost	TOTAL UNIT COST
<b>I. BOILER</b>							
1	Boiler	1	SET				
<b>SUB-TOTAL</b>							
<b>II. ELEVATOR</b>							
1	Elevator	1	SET				
<b>SUB-TOTAL</b>							
<b>III. Generator Set</b>							
1	Generator Set	1	SET				
<b>SUB-TOTAL</b>							
<b>IV. Mobilization</b>							
1	Mobilization	1	SET				
<b>SUB-TOTAL</b>							

**Republic of the Philippines  
Southern Luzon State University  
Physical Plant and Facilities  
Lucban, Quezon**

**PROJECT TITLE:** Permit to Operate of Boiler, Elevator and Generator Set

**PROJECT LOCATION:** SLSU Main Campus Lucban, Quezon

**OWNER:** Southern Luzon State University

**SUBJECT:** Scope of works/General Works

## **I. SCOPE OF WORKS**

### **1.1 Scope of Services**

The engagement will cover the inspection by the contractor of identified equipment of **SOUTHERN LUZON STATE UNIVERSITY** as follows:

<b>Item</b>	<b>Equipment Type</b>	<b>Quantity</b>
1	Boiler	1
2	Elevator	1
3	Generator Set	1
<b>Total</b>		<b>3</b>

### **1.2 Approach & Methodology**

The inspection of the equipment will be undertaken individually by the Safety Technical Inspectors of the contractor. It is requested that **SOUTHERN LUZON STATE UNIVERSITY** provides one (1) dedicated Liaison Officer throughout the duration of the engagement.

The inspection will be conducted based on ASME and OSH standard.

The necessary safety testing devices will be utilized and calibrated to ensure accuracy of test results.

### **1.3 Deliverables**

The contractor shall deliver the following throughout the course of the engagement:

<b>Phase</b>	<b>Deliverables</b>
• Pre-inspection Process	"Toolbox Meeting" or Orientation of Testing
• Inspection Process	Participants
• Post-inspection Process	Inspection Checklist: <ul style="list-style-type: none"><li>- Inspection Checklist</li><li>- Certificate of Inspection</li><li>- Inspection Sticker per Equipment ("Pass" or "Failed")</li></ul>



The format and contents of the "**Certification of Inspection**" are compliant with the mandatory requirements of the Bureau of Working Conditions (BWC) which retains a copy for its files. This is issued per equipment and indicates if said equipment is FIT FOR OPERATION or UNSAFE FOR OPERATION. All parties involved in the inspection are identified through their signatures indicated at the end of the document.

The "**Detailed Technical Report**" details the findings of the inspections that were conducted. Aside from the supporting photos of identified issues, if any, the specific OSH Standards, ASME, and PSME codes are highlighted. These serve as guides that the company may apply for its remedial action(s).

#### **1.4 Timetable**

The testing of the equipment will be conducted depending on the availability of the above equipment for testing. The Checklist on Test Results, together with the Certificates and Stickers per equipment, will be submitted within fourteen (14) working days from the conclusion of the testing activities, depending on the quantity of equipment.

#### **1.5 Organization**

The contractor will be headed by the Safety inspector/engineer who will prepare and monitor the Inspection Program based on ASME Standards and PSME code. He will be ably assisted by two assistants who have the necessary experience in testing and inspection.

SOUTHERN LUZON STATE UNIVERSITY will provide a counterpart *Safety Officer* who will be the dedicated *Liaison Officer* to coordinate with the other concerned parties within its organization. This is to ensure that proper cooperation and project timeline are maintained.

#### **1.6 Phases of Processing of Permit to Operate**

##### **PHASE 1 — PROCESSING OF APPLICATION TO INSTALL OF EQUIPMENT**

- Coordinate with SOUTHERN LUZON STATE UNIVERSITY for the application form and requirements for plan/drawing preparation. (This item requires ocular and meeting with the facility and equipment in charge of SOUTHERN LUZON STATE UNIVERSITY.
- Inquiry of requirements at Lucban, Quezon Municipality Office
- Preparation of Drawing
  - a. Physical Check and measurement of equipment (take photos)
  - b. Drafting of plans — ACADD Files.
- Review by client
- Generation of Drawings and other needed documents in 5 sets per equipment

- Submission of documents to DOLE REGIONAL OFFICE and to DOLE BWC, Manila for approval and clearing. This includes the submission of a Professional Engineer's (PME) Specimen Signature and Certificate of Appearance from BWC.

#### **PHASE 2 — SUBMISSION OF CLEARED PLANS AND COORDINATION WITH DOLE REGION IV-A FOR INSPECTION OF EQUIPMENT**

- Submission of Cleared and Approved plans and documents from BWC to REGION IV-A
- Coordinates with DOLE Inspector for the site inspection of equipment.
- Perform/Conduct comprehensive Inspection, Testing, and Certification of Equipment with DOLE Representative
- Received Copy of Order of Payment from DOLE Representative

#### **PHASE 3 — SUBMISSION OF CLEARED PLANS AND ORDER OF PAYMENT AT MUNICIPALITY OFFICE**

- Submit the following to Lucban, Quezon Municipality Office
  - a. Cleared/Approved Plans from BWC
  - b. Order of Payment from DOLE Representative
  - c. Payment for Inspection Fees c/o SOUTHERN LUZON STATE UNIVERSITY.
  - d. Other requirements

#### **PHASE 4 — PROCESSING OF PERMIT-TO-OPERATE AT REGION IV-A**

- Submit Official Receipt from Lucban Certificate Quezon Municipality, and Third Party Inspection Certificate of Equipment for the Final Processing of Permit-To-Operate
- Coordinate and follow up with REGION IV-A to expedite the release of Permit-to-Operate.
- Submit Permit-To-Operate at SOUTHERN LUZON STATE UNIVERSITY.

## **II. Project Investment**

### **2.1 Terms and Conditions**

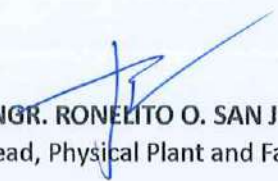
- 2.1.1 **Excluded Equipment is inspected.** With due care of and without fault or negligence from the contractor, or if the cause is attributable to the client, should any equipment be tested and inspected which was not originally included in the contract, said equipment shall be billed as if included in the Scope of Services in 1.1 hereof.
- 2.1.2 **Billable Services for Equipment that are Withdrawn.** Should any equipment be physically withdrawn or pulled out from the site or should no longer be required included inspection or testing, but was inspected and tested by



be made by the contractor. Lack of notice to the contractor of the withdrawal or pull out of the equipment shall not alter the Scope of Services and the Investment Summary in 1.1 hereof.

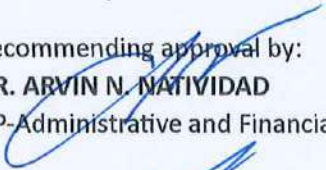
- 2.1.3 **Grace Period for Corrective Measures.** Should any equipment be found defective or non-compliant with the industry standards, the client will be given a grace period of thirty (30) days from notice within which to correct the defect and/or to comply with the standards. Thereafter, if the equipment continues to be defective and non-compliant, PEOPLE360 is constrained to provide the necessary certifications of non-compliance and a FAILED sticker.
- 2.1.4 **Non-compliance After Grace Period Expired.** If compliance is made after thirty (30) days' notice, a new engagement for inspection is in order. Client shall be charged and be liable for the whole total investment quotation, otherwise, the necessary certifications of non-compliance and a FAILED sticker shall be provided.
- 2.1.5 **Validity of Certification.** The Certificate(s) of Inspection and Sticker(s) of Inspection, as indicated thereof, shall be valid for a period of one (1) year from its issuance. Thereafter, the same shall be of no effect whatsoever.
- 2.1.6 **Scope of Certification.** The Certificates and Stickers are solely for the purpose of the compliance of the equipment to industry standards. The contractor cannot certify as to the actual use of the equipment tested. The contractor cannot also certify as to the competence of any and all operators of all the equipment tested. The contractor shall not be liable for any and all damages that may be caused by the equipment because of its inappropriate use and/or incompetent or negligent operators.
- 2.1.7 **Coverage of Certification.** The Certificates and Stickers are valid only for the dates and locations as specified therein. Should you move or transfer any tested equipment, the Certifications and Stickers shall immediately lose its validity. The contractor shall not be liable for any and all damage which may be caused by the equipment arising from its unauthorized transfer.
- 2.1.8 **Equipment Breakdown.** The contractor is not responsible for any loss destruction, or damage that may occur during the conduct of inspection of the units of equipment, nor any parts of said number of equipment, covered by this agreement.
- 2.1.9 **Delays in Service.** If the Services cannot be performed by the contractor as agreed upon because of fortuitous events, or other causes that cannot be reasonably foreseen, the Services shall commence and/or continue as soon as the fortuitous events have ceased, and the conditions are safe for the personnel of the contractor. If the causes of delay, other than fortuitous events, are NOT imputable to the contractor and in such cases, the Services were not actually rendered; the initial payment as mentioned above shall be forfeited in favor of the contractor.
- 2.1.10 **After-sales service.** Free consultation related to the safe use of the equipment





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

Recommending approval by:



**DR. ARVIN N. NATIVIDAD**  
OC, VP-Administrative and Financial Affairs

Approved by:



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