



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

IMPROVEMENT OF BUSINESS RESOURCE CENTER (BAO)

Purchase Request No. 2025-02-0685

Approved Budget for the Contract: ₱ 950,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Improvement of Business Resource Center (BAO)** to apply the sum of **Nine Hundred Fifty Thousand Pesos Only (₱ 950,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Improvement of Business Resource Center (Phase II)
		*see attached documents 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, 2nd Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : slsuprocurement@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
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-6519

Republic of the Philippines
Southern Luzon State University
Project Management Office
Lucban, Quezon

PROJECT TITLE: Improvement of Business Resource Center (Phase II)

PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon

OWNER: Southern Luzon State University

PROJECT DURATION: 60 Calendar Days

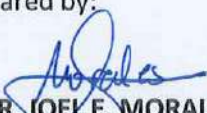
SUBJECT: Minimum Technical Personnel and Equipment

MINIMUM TECHNICAL PERSONNEL AND EQUIPMENT

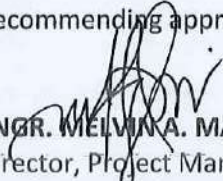
QUANTITY	MINIMUM TECHNICAL PERSONNEL
1	Foreman
2	Skilled Worker
2	Laborers

QUANTITY	MINIMUM EQUIPMENT
1 unit	Cut – Off Machine

Prepared by:


ENGR. JOEL E. MORALES
Project Development Officer

Recommending approval:


ENGR. MELVIN A. MAKIPAGAY
Director, Project Management Office

Approved by:


FREDERICK T. VILLA, DT
University President

Republic of the Philippines
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PROJECT TITLE : Improvement of Business Resource Center (Phase II)

PROJECT LOCATION: SLSU Main Campus, Lucban, Quezon

OWNER : Southern Luzon State University

MODE OF IMPLEMENTATION : by Contract

PROJECT DURATION : 60 Calendar Days


PERT-CPM/GANTT CHART

ITEM	TASK NAME	DURATION		TIMELINE											
				5	10	15	20	25	30	35	40	45	50	55	60
I.	GENERAL REQUIREMENTS														
	Mobilization/ Demobilization	60	days												
	Demolition and site Clearing	60	days												
II.	DOORS AND PARTITION														
	Fabrication and Installation of Aluminum Frame	30	days												
	Fabrication and Installation of Glass	20	days												
III.	STEEL WORKS														
	Fabrication and Installation of Steel Frame	5	days												
IV.	ELECTRICAL WORKS														
	Supply and Installation of wire and electrical fixtures	5	days												
V.	FINISHING WORKS														
	Painting Works	5	days												
	Supply and Installation of wall cladding	5	days												
	Supply and Installation of Stainless Steel Letters	5	days												

Prepared by :


ENGR. JOEL E. MORALES
Project Development Officer

Recommending Approval :


ENGR. MELVIN A. MARIKIPAGAY
Director, Project Management Office

Approved by :


FREDERICK VILLA, DT
University President

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Lucban , Quezon

PROJECT TITLE : Improvement of Business Resource Center (Phase II)

PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon

OWNER : Southern Luzon State University

MODE OF IMPLEMENTATION : By Contract

ABC : P 950,000.00

PROJECT DURATION : 60 Calendar Days

SUMMARY

ITEM	DESCRIPTION	COST OF MATERIALS	LABOR AND FABRICATION COST	TOTAL
I	GENERAL REQUIREMENTS	-		
II	DOORS AND PARTITION			
III	STEEL WORKS			
IV	ELECTRICAL WORKS			
V	FINISHING WORKS			
TOTAL ESTIMATED DIRECT COST				P

TOTAL PROJECT COST IN WORDS: _____

CONTRACTOR/BIDDER: _____



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PROJECT-TITLE : Improvement of Business Resource Center (Phase II)
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER : Southern Luzon State University
MODE OF IMPLEMENTATION : By Contract
PROJECT DURATION : 60 Calendar Days

BILL OF MATERIALS

I. GENERAL REQUIREMENTS						
Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/Profit)	Unit Cost	Amount
1	lot	Mobilization/Demobilization				
1	lot	Project Identification & Signs, Tarpaulin				
1	lot	Demolition				

SUB-TOTAL

II. DOORS AND PARTITION						
Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/Profit)	Unit Cost	Amount
1	sets	7 Powder Coated Aluminum Frame Glass Door and Partition				
		6mm thk Glass Door with Complete Accessories				
1	set	8 Powder Coated Aluminum Frame Glass Door and Partition				
		6mm thk Glass Door with Complete Accessories				
1	set	9 Powder Coated Aluminum Frame Glass Door and Partition				
		6mm thk Glass Door with Complete Accessories				
1	set	10 Powder Coated Aluminum Frame Glass Partition				
		6mm thk Glass Door with Complete Accessories				
1	set	11 Powder Coated Aluminum Frame Glass Partition				
		6mm thk Glass Door with Complete Accessories				

SUB-TOTAL

III. STEEL WORKS						
Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/Profit)	Unit Cost	Amount
	pcs	Angle bar 2"x2"x6.0mm thk, 6m				
	pcs	Expansion bolt Ø12mm				
	gal	Epoxy Primer Gray				
	gal	Lacquer Thinner				
1	lot	Consumables				

SUB-TOTAL

IV. ELECTRICAL WORKS						
Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/Profit)	Unit Cost	Amount
	box	2.0 mm ² , THHN wire				
	m	LED Light warm white				
	pcs	LED Strip Light plug				
	m	Strip Light Aluminum Channel U-shape with PVC cover				
	set	1gang switch pole, complete set, recessed				
		mounted 16A, 230V				
	pcs	Junction Box				
	pcs	Utility Box				
	roll	Flexible Hose 1/2"				
1	lot	Consumables				

SUB-TOTAL

V. FINISHING WORKS

Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/Profit)	Unit Cost	Amount
PAINTING WORKS						
	bags	Skim Coat				
	tins	Semi gloss top coat				
	gal	Paint Thinner				
WALL CLADDING						
	pcs	WPC Fluted Indoor Panel 25x165x2900mm				
	pcs	Metal Stud 98x32mm, 3m				
	box	Blind Rivet				
	box	Black Screw 1 1/2"				
STAINLESS STEEL LETTERS						
	set	Stainless Steel Letters SUS 304, Height 20cm				
1	lot	Consumables				

SUB-TOTAL

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PROJECT TITLE: Improvement of Business Resource Center (Phase II)
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER: Southern Luzon State University
PROJECT DURATION: 60 Calendar Days
SUBJECT: Specification of materials and finishes

SPECIFICATION OF MATERIALS AND FINISHES

GENERAL

- All applicable provisions of the different divisions of the Specifications for each work shall apply for all items cited in this schedule.
- Discrepancy arising from this section of the Contract Documents must be brought to the attention of the Owner or representative Architect/Engineer whose decision shall be final.
- Materials deemed necessary to complete the works but not specifically mentioned in the Specification, Working, Drawing, or in the Contract Document shall be supplied and installed or applied in a workmanlike manner at prescribe or appropriate locations following the Standard Practice of Civil Engineering, National Building Code of the Philippines and Construction Procedures.
- All items with specified approved brand, manufacturer, supplier, fabricator, trademark and the like shall be strictly followed.
- The Contractor shall coordinate the work with the Project Management office to expedite the implementation of the project, most specially, during the milestones of the project.
- The Contractor shall supply all finishing accessories and furnishing fixtures as may be approved by the power or representative and shall be installed by the Contractor whenever required by the Owner or Representative.
- All works must be done within the timeline calendar days given.

INTERPRETATION OF CONTRACT

- a. In case of conflict between the provisions of the Agreement or of any Contract Document, or between the provisions of one of the Contract Documents and the provisions of another Contract Document, or in case of discrepancy, defective description, error or omission in the Contract, the following rules shall be followed:

Rule 1: The Agreement and the Contract Documents shall be taken as mutually explanatory of one another. The various provisions of the Contract shall be interpreted together, attributing to the 5 doubtful ones that sense which may result from all of them taken jointly.

Rule 2: The provisions of the Civil Code of the Philippines on the interpretation of contracts and of the Rules of Court on the Interpretation of Documents shall be applied.

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Rule 3: Where the conflict between or among the provisions of the Agreement and/or the Contract Documents cannot be resolved by Rules 1 and 2, it shall be understood that:

- a. the Detailed Drawings shall prevail over the General Drawings;
- b. words and figures shall prevail over the Drawings;
- c. words shall prevail over figures in Contract Documents;
- d. written dimensions shall prevail over measured dimensions.

Rule 4: Where the conflict cannot be resolved by applying Rule 3 or where Rule 3 does not apply, the conflict shall be resolved by giving precedence to the Agreement or to provisions of a Contract Document higher in order of priority among the various documents which comprise the Contract. The order of priority among these documents shall be as follows:

- e. Agreement as modified by Notice of Award of Contract, if such be the case, and the Contractor's conformity thereto;
- f. Instruction to Bidders and any amendment thereto;
- g. Addenda to Bid Documents;
- h. Specifications;
- i. Drawings;
- j. Special Conditions of Contract;
- k. General Conditions of Contract;
- l. Other Contract Documents; and
- m. Other documents forming part of the Contract attached thereto or incorporated therein by reference.

Where the order of precedence is modified in the Agreement, such modified order of precedence shall be followed; however, the mere listing of Contract Documents in the Agreement or any Contract Document shall not be interpreted as establishing an order of precedence among them.

Rule 5: Where there is discrepancy, defective description, error or omission in any Contract Document, the Contract Documents shall be interpreted as being complementary to each other. Thus, what is called for in one Contract Document, although not mentioned in another Contract Document where it should have been mentioned, shall be deemed to be called for by the Contract.

Rule 6: The apparent silence of the Drawings, Specifications or any other Contract Document as to any detail, or the lack of detailed description concerning any part of the work, shall be understood to mean that good and accepted construction practice in accordance with the usage or custom of the place shall be followed.

Rule 7: Rules 1 to 6 shall yield to specific rules of interpretation in this document or in the Contract.

- b. The Owner shall resolve the conflict, or interpret or explain such discrepancy, defective description, error or omission.
- c. The interpretation of or explanation by the Owner shall be issued in the form of instructions to the Contractor. Where the Owner fails to issue the instruction in writing, the execution of that part of work affected by the interpretation or explanation without a timely objection or protest of the Owner shall be deemed to have been executed in accordance with the Owner's explanation or interpretation.

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- d. In all cases where a device, item or part of equipment is referred to in the singular number, it is intended that such reference shall apply to as many such devices, items, or parts as are required to complete the work.

I. GENERAL REQUIREMENTS

Mobilization/Demobilization

- Mobilization shall include all activities and associated costs for transportation of Contractor's personnel, equipment, and operating supplies to the site; establishment of temporary field offices, and other necessary general facilities for the Contractor's operations at the site; premiums paid for performance and payment bonds, including co-insurance and re-insurance agreements as applicable.
- Demobilization shall include all activities and costs for transportation of personnel, equipment, and supplies not required or included in the contract from the site; including the disassembly, removal and the site cleanup of temporary offices and other facilities assembled on the site specifically for this contract.

Project Billboards

- The one (1) Project Billboards shall be strategically placed within the site vicinity; (As provided on the General Guidelines and Legal Mandates of the Commission on Audit to promote good governance through transparency and accountability, notifications to the public and other forms of announcement and/or publicity for or otherwise relating to the Projects/Programs/Activities (PPA) shall be made at the least possible cost.) Hence, for infrastructure projects, one (1) tarpaulin signboards must be suitably framed for outdoor display at the project location, and shall be posted as the award has been made. The design and format of the tarpaulin as shown below shall have the following specifications, as per RA 9184 Requirements:

Tarpaulin:	White
Resolution:	70 dpi
Font Size:	Main Information – 3" Sub Information – 1"
Font Color:	Black
Contents:	CONSTRUCTION OF (Name of Project and Location) CONTRACTOR : DATE STARTED : CONTRACT COMPLETION DATE : CONTACT COST : IMPLEMENTING OFFICE/ CONTACT NO. : SOURCES OF FUND :

Demolition and Site Clearing

- Existing Structure specified in the plans or instructed by representative Architect/Engineer shall be demolished.

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II. DOORS AND PARTITION

- Use specified door specification and dimensions as plan.
- Use specified Partition specification and dimensions as plan.

III. STEEL WORKS

- Fabrication of steel Frame and other accessories.
- Painting of steel frame epoxy primer gray or other approved material by SLSU Representative.
- Weld all shop assembled connections continuous without undercut and or distortion of handrails
- Grind and or dress exposed welds smooth and flush to corner or fillet without weakening connection.
- Lightly sand and blend with fine grit paper all light scratches prior to finishing.

IV. ELECTRICAL WORKS

- All works shall be in accordance with the governing codes and regulations of the latest edition of the Philippine Electrical Code, with the rules and regulations of the National and Local Authorities concerned in enforcement of electrical laws and ordinance and with the rules and regulation of the utility companies concerned.
- Contractor shall furnish all labor, equipment and materials as may be approved by the owner or his/her representative and shall perform all operations with electrical system shown in the drawings, their test and inspection complete in accordance with specifications and drawings and subject to terms and conditions of the contract and materials not specifically mentioned to bring the electrical system to operating condition and ready for use by the owner.
- Electrical materials shall be as specified in the electrical drawing details as shown in the plans and bill of quantities.
- All wires and cables shall comply with the requirements of the Underwriter's Laboratories, The ASTM and IPCEA as they apply in the particular.
- Wires and cables for lighting, power and auxiliary systems shall be nylon, jacketed, plastic insulated for 600 volts working pressure, type THHN/THWN unless otherwise noted. Type TW, colored white for grinding. Feeder cable shall be type THW-2.
- All feeder cables/wires shall be color coded and as manufactured by the Phelps Dodge, Duraflex, or approved equal. A substitute of color coding can be by properly identifying phase wire with colored tape at each end. 1 mark of red tape for line A, 2 marks of yellow tape for line B and 3 marks of blue or black for line C. Color coding of wires are as follows:

1.1 Line A – Red
1.2 Line B – Yellow
1.3 Control wire #01 – Yellow

Ground wire – White
Line C – Blue or Black
Control wire #02 – Blue

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- All materials and equipment to be installed shall be of approved quality and should be presented to the SLSU Representative for approval prior to installation.
- Other items not mentioned in the specifications but are included in the installation shall be subjected to be pre-approved by the SLSU Representative.

V. FINISHING WORKS

Painting Works

- Pressure clean and remove oil, grease and loose foreign matter, including, mold mildew, dirt and corrosion products, in a manner which causes neither undue damage to the substrate nor damage to, or contamination of, the surroundings or the paint system to be applied.
- Filling - Fill cracks and holes with fillers, sealers or grouting cements as appropriate for the finishing system and substrate, and sand smooth, to ensure all coats finish smooth
- Apply paint and related material with an undercoat plus two coats of selected finish color or with the number of coats specified in accordance with the manufacturer's recommendations. Allow each coat to harden for the drying time (or time between coats) recommended by the manufacturer. Use appropriate paint type for interior and exterior walls.
- Finish - Ensure each coat of paint is uniform in color, gloss, thickness and texture and free of runs, sags, blisters, or other discontinuities.

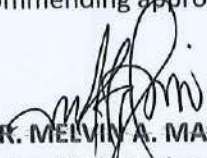
Wall Cladding and Stainless-Steel Letters

- In this item the contractor must supply all the necessary materials to complete the work as plan.
- All materials to be installed shall be of approved quality and should be presented to the SLSU Representative for approval prior to installation.


Prepared by:


ENGR. JOEL E. MORALES
Project Development Officer

Recommending approval:


ENGR. MELVIN A. MAKIPAGAY
Director, Project Management Office

Approved by:


FREDERICK T. VILLA, DT
University President

Republic of the Philippines
Southern Luzon State University
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PROJECT TITLE: Improvement of Business Resource Center (Phase II)
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER: Southern Luzon State University
PROJECT DURATION: 60 Calendar Days
SUBJECT: Scope of Works



SCOPE OF WORKS

I. GENERAL REQUIREMENTS

- Project Identifications, Signs Tarpaulin
- Mobilization and Demobilization.
- Demolition

II. DOORS AND PARTITION

- Supply, Fabrication and Installation of doors specified on the plans.
- Supply, Fabrication and Installation of Partition specified on the plans.

III. STEEL WORKS

- Supply, Fabrication and Installation of Steel Frame.

IV. ELECTRICAL WORKS

- Supply and installation of wires.
- Supply and installation of electrical fixtures

V. FINISHING WORKS

Painting Works

- Prepare walls for painting using skim coats, etc., or equivalent
- Painting of Interior walls

Wall Cladding

- Prepare all walls and frames for installation of cladding.
- Supply and Installation of WPC wall Cladding.

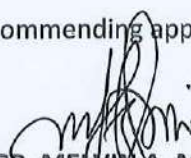
Stainless Steel Letters

- Supply and Installation of Stainless-Steel Letters (SUS 304).

Prepared by:

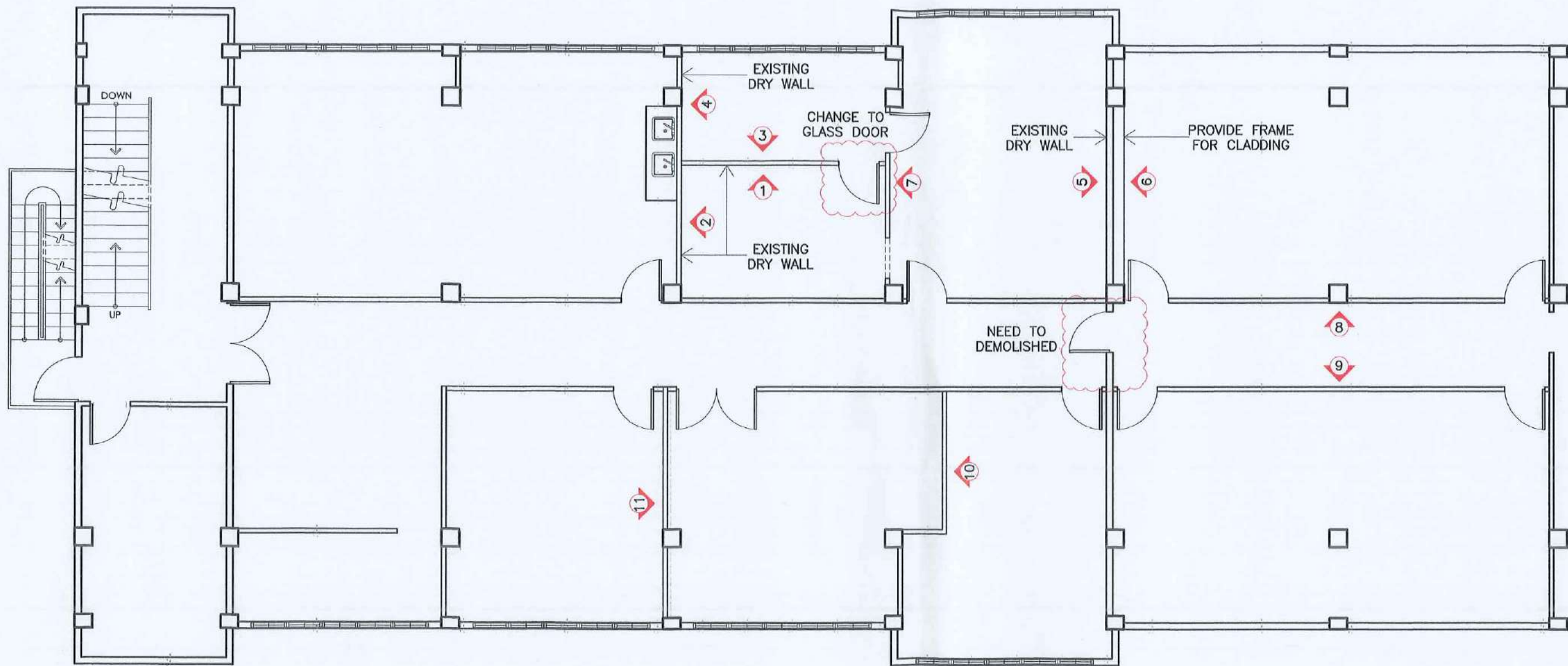

ENGR. JOEL E. MORALES
Project Development Officer

Recommending approval:


ENGR. MELVIN A. MAKIPAGAY
Director, Project Management Office

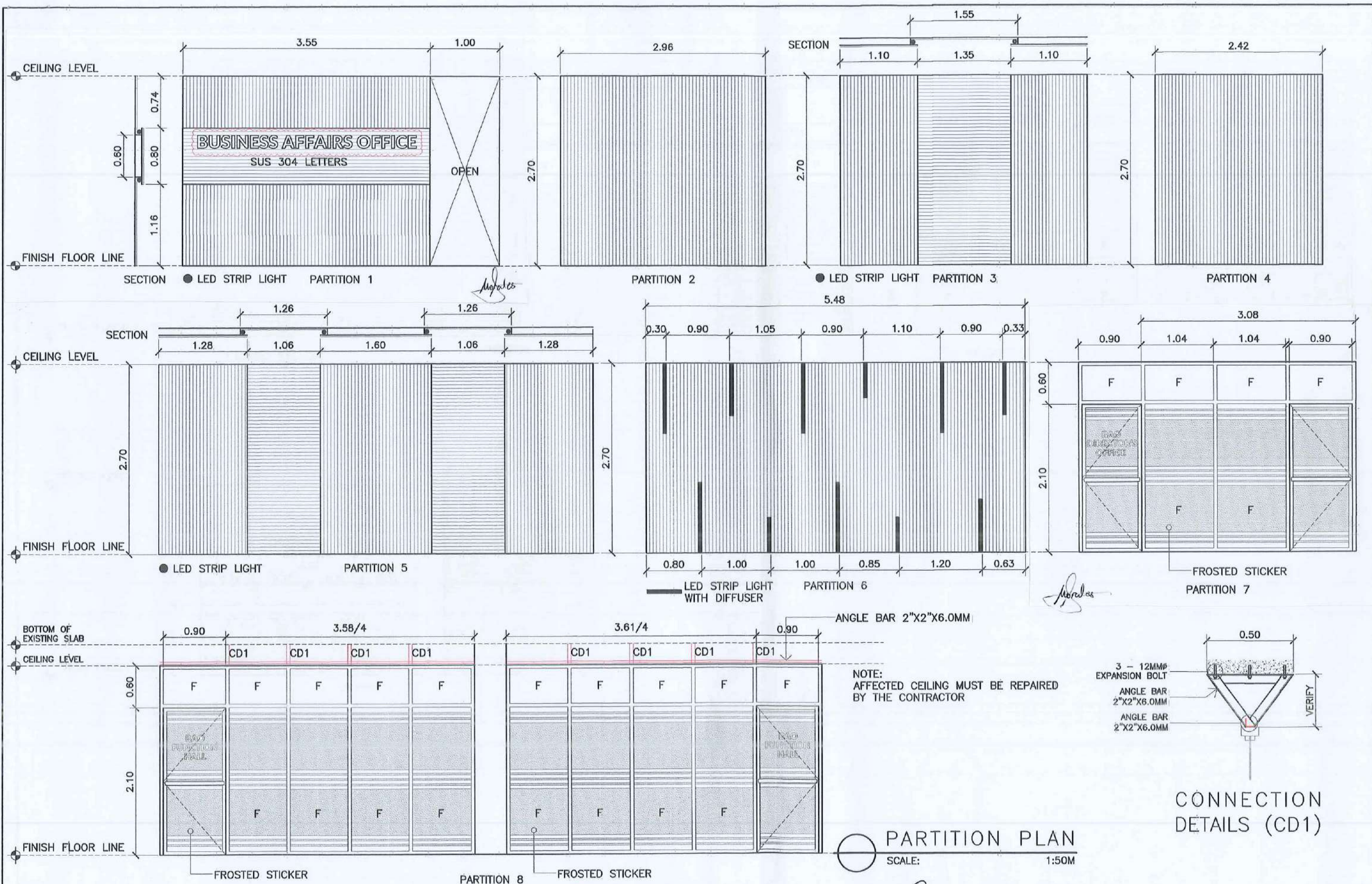
Approved by:


FREDERICK T. VILLA, DT
University President



FLOOR PLAN
 SCALE: 1:100M

	CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
	IMPROVEMENT OF BUSINESS RESOURCE CENTER (PHASE II)	ENGR. JOEL E. MORALES PROJECT DEVELOPER / OFFICER I	ENGR. MELVIN S. MAKIPAGAY DIRECTOR, PROJECT MANAGEMENT OFFICE	FREDERICK T. VILLA, DT UNIVERSITY PRESIDENT				
PRC # : PTR # : PLACE ISSUED :	TIR # : DATE ISSUED :	ADDRESS: SLSU MAIN CAMPUS, LUCBAN, QUEZON	DRC # : DTR # : PLACE ISSUED :	TIR # : DATE ISSUED :	PRC # : PTR # : PLACE ISSUED :	TIR # : DATE ISSUED :		



	CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
		IMPROVEMENT OF BUSINESS RESOURCE CENTER (PHASE II)	ENGR. JOEL E. MORALES			ENGR. MELVIN A. MAKIPAGAY	FREDERICK T. VILLA, DT	
	PRG #:	DATE ISSUED:	PROJECT DEVELOPMENT OFFICER I	PRG #:	DATE ISSUED:	DIRECTOR, PROJECT MANAGEMENT OFFICE	UNIVERSITY PRESIDENT	
	PRG #:	DATE ISSUED:		PRG #:	DATE ISSUED:			

MOUNTING HEIGHTS OF THE DEVICES SHALL BE AS FOLLOWS:

- a. LIGHT SWITCHES
1400 MM ABOVE FLOOR FINISH
- b. CONVENIENCE OUTLET
300 MM ABOVE FLOOR FINISH

LEGEND:

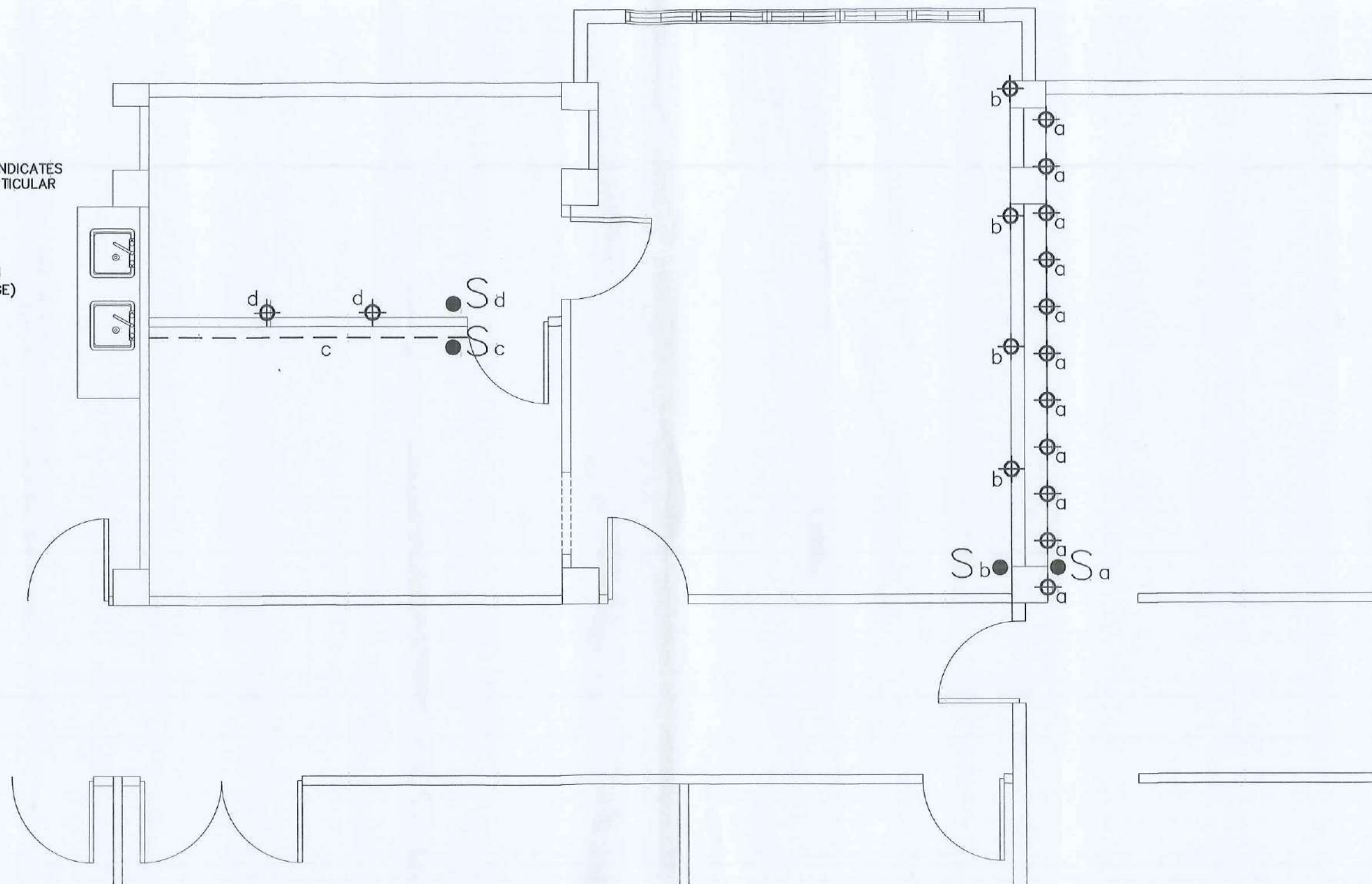
⊕ LED STRIP LIGHT

— LED STRIP LIGHT

S_j LIGHT SWITCHES, SUBSCRIPT LETTER INDICATES THAT LIGHT SWITCH CONTROLS A PARTICULAR LIGHT FIXTURE

NOTE:

- 1. TAP TO EXISTING LIGHTING POWER
- 2. ALL ELECTRICAL WIRE MUST BE HIDDEN
- 3. USE 2.0MM² THHN WIRE (PHELPS DODGE)



STRIP LIGHT LAYOUT

FLOOR PLAN
SCALE: 1:100M



CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
	IMPROVEMENT OF BUSINESS RESOURCE CENTER (PHASE II)	ENGR. JOEL E. MORALES		ENGR. MELVIN C. MAKIPAGAY	FREDERICK T. VILLA, DT		
PRC # : PTR # : PLACE ISSUED :	DATE ISSUED :	PROJECT DEVELOPMENT OFFICER I PRC # : PTR # : PLACE ISSUED :	DATE ISSUED :	DATE ISSUED :	DATE ISSUED :		
	ADDRESS: SLSU MAIN CAMPUS, LUGBAN, QUEZON			DIRECTOR, PROJECT MANAGEMENT OFFICE	UNIVERSITY PRESIDENT		

