



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

TECHNOLOGY BUSINESS INCUBATOR OFFICE PARTITION (PMO)

Purchase Request No. 2026-03-0935
Approved Budget for the Contract: ₱ 300,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Technology Business Incubator Office Partition (PMO)** to apply the sum of **Three Hundred Thousand Pesos Only (₱ 300,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Technology Business Incubator (TBI) Office Partition

1. The quotation must be submitted (can also be sent 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 : 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
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 : Technology Business Incubator (TBI) Office Partition
PROJECT LOCATION: SLSU Main Campus, Lucban Quezon
OWNER : Southern Luzon State University
MODE OF IMPLEMENTATION : By Contract
ABC : P 300,000.00
PROJECT DURATION : 30 Calendar Days

SUMMARY

ITEM	DESCRIPTION	COST OF MATERIALS	LABOR AND FABRICATION COST	TOTAL
I	General Requirements			
II	Glass Works			
III	Structural Support & Ceiling Repair			
<i>TOTAL ESTIMATED DIRECT COST</i>				<i>P</i>
<i>OVERHEAD, CONTINGENCIES & MISCELLANEOUS (OCM)</i>				<i>P</i>
<i>CONTRACTOR'S PROFIT</i>				<i>P</i>
<i>VALUE ADDED TAX</i>				<i>P</i>
<i>TOTAL ESTIMATED DIRECT COST</i>				<i>P</i>

TOTAL PROJECT COST IN WORD: _____

CONTRACTOR / BIDDER : _____



BILL OF MATERIALS

I. General Requirements

Quantity	Unit	Description	Unit Cost	Total Cost
1	lot	Mobilization / Demobilization		
1	lot	Safety & Health programs		
Sub - Total				Php

II. Glass Works

Quantity	Unit	Description	Unit Cost	Total Cost
	sq.m.	For the Supply and installation of clear tempered glass enclosure, 6mm thick with aluminum tubular powder coated framing with swing door with heavy duty lock. Refer to drawings		
1	lot	Consumables including sticker as specified on plans		
Sub - Total				Php

III. Structural Support and Ceiling Repair

Quantity	Unit	Description	Unit Cost	Total Cost
1	lot	For the Structural support using 2"x2"x6mm Angle Bar		
1	lot	Consumables (nails, welding rod etc)		
Sub - Total				Php
TOTAL				



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 Planning and Development Office

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MODE OF IMPLEMENTATION : By Contract
PROJECT DURATION : 30 Calendar days

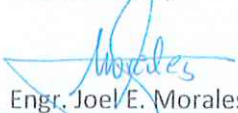
PERT-CPM/GANTT CHART

ITEM	TASK NAME	DURATION		TIMELINE					
				5	10	15	20	25	30
I.	GENERAL WORKS			[Timeline bar from 0 to 30]					
	Mobilization/ Demobilization	20	days	[Timeline bar from 0 to 20]					
	Health and Safety programs	20	days	[Timeline bar from 0 to 20]					
II.	GLASSWORKS	20	days	[Timeline bar from 10 to 30]					
III.	STRUCTURAL SUPPORT & CEILING REPAIR	10	days	[Timeline bar from 25 to 30]					

Prepared by:


 Imelda B. Villaflor
 Asst. Planning Engineer

Reviewed by :


 Engr. Joel E. Morales
 Planning Development Officer I

Recommending Approval :


 Engr. Melvin A. Makipagay
 Director - Project Management Office

Approved by :


 Dr. Frederick T. Villa
 University President

Republic of the Philippines
Southern Luzon State University
Planning and Development office
Lucban, Quezon

PROJECT TITLE: Technology Business Incubator (TBI) Office Partition
PROJECT LOCATION: SLSU Main Campus, Lucban, Quezon
OWNER: Southern Luzon State University
PROJECT DURATION: 30 CD
SUBJECT: Scope of Works

SCOPE OF WORKS

I. GENERAL REQUIREMENTS

- Project Identifications.
- Mobilization and Demobilization.

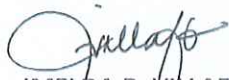
II. GLASSWORKS

- Fabrication and Installation of Office Glasswall / Partition. Complete with heavy duty lock and Structural support.

III. STRUCTURAL SUPPORT & CEILING REPAIR

- Contractor to provide a safe steel support necessary to carry the glassworks. All steel support should be primer painted. Including repair of ceiling if necessary during the installation of glass partition

Prepared by:


IMELDA B. VILLAFIOR
Asst. Planning Engr.


Reviewed by:


ENGR. JOEL E. MORALES
Project Development Officer I

Recommending approval:


ENGR. MELVIN A. MAKIPAGAY
Director-Project Management Office

Approved by:


DR. FREDERICK T. VILLA
University President

Republic of the Philippines
Southern Luzon State University
Planning and Development office
Lucban, Quezon

PROJECT TITLE: Technology Business Incubator (TBI) Office Partition

PROJECT LOCATION: SLSU Main Campus, Lucban, Quezon

OWNER: Southern Luzon State University

PROJECT DURATION: 30 CD

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 except for Sundays and Holidays.

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.

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:

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- 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.
- 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.

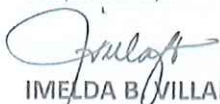
II. GLASS WORKS

- This covers the supply, fabrication, delivery and installation of glass wall as stated on plans. Complete with Silicone sealant and gasket if needed to prevent rain water from coming inside the stairwell. So it should be watertight and airtight.
- All Glass edges to be machine cut and smooth.
- Glass should be properly aligned during installation.
- Contractor to ensure cleanliness of all glass surfaces.

III. STRUCTURAL SUPPORT

- MS Angle bars shall be custom built size and Contractor to submit detailed drawings for approval.
- Metal connections must be welded, screwed or bolted as needed to support the glass partition.
- Field Fabrication shall be kept to a minimum.
- Painting of steel support and framing.
- Weld all shop assembled connections continuous without undercut and or distortion of handrails
- Contractor to ensure that the steel support is sufficient enough to handle the glass partitions.
- Change the whole ceiling if necessary and finish with paint.

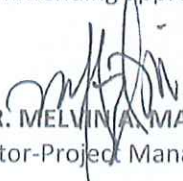
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IMELDA B. VILLAFLO
Asst. Planning Engr.


Reviewed by:


ENGR. JOEL E. MORALES
Project Development Officer I

Recommending Approval:


ENGR. MELVIN A. MAKIPAGAY
Director-Project Management Office

Approved by:


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MINIMUM TECHNICAL PERSONNEL AND EQUIPMENT

QUANTITY	MINIMUM TECHNICAL PERSONNEL
1	Foreman
2	Skilled Worker
2	Laborers

QUANTITY	MINIMUM EQUIPMENT
1 unit	Cut – Off Machine
1 unit	Welding Machine


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