Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

BAGONG PILIPINAS

REQUEST FOR QUOTATION

FABRICATION AND INSTALLATION OF CONTAINER VANS FOR RECORDS MANAGEMENT (PMO)

Purchase Request No. 2026-10-2882
Approved Budget for the Contract: ₱ 600,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Fabrication and Installation of Container Vans for Records Management (PMO)** to apply the sum of **Six Hundred Thousand Pesos Only (₱ 600,000.00) inclusive of VAT,** being the **Approved Budget for the Contract (ABC),** details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Fabrication and Installation of Container Vans for Records Management

1. The quotation shall be submitted on or before November 9, 2026 to:
   (a) Procurement Office/BAC Office
   Southern Luzon State University
   2nd Flr. Hermano Puli Building, Quezon Ave.,
   Brgy. Kulapi, Lucban, Quezon
   OR
   (b) Thru email: slsuprocurement@slsu.edu.ph

2. Requirements for Infrastructure Projects should be submitted such as;

*PhilGEPS Registration	*ITR / Tax Clearance (for 500k Above)
*SEC / DTI Permit	*PCAB License
*Mayor's / Business Permit	*List of Personnel
*Omnibus Sworn Statement and ID	*SPA (for authorized representative)

3. 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, JD
Director, Procurement Office
Southern Luzon State University
Lucban, Quezon
Tel. No.: (042)540-65192

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

Office/End-User:	**Project Management Office**	**Date:**	
COMPANY NAME:		**PR No.:**	**2026-10-2882**
ADDRESS :			
TEL. NO./FAX NO. :		**TIN No.:**	

Please quote your lowest price on the item(s) listed below, subject to the Terms & Conditions stated below and submit your quotation duly signed by your representative not later than _____ of _____ in the return envelope attached herewith to the Procurement office.

TERMS and CONDITIONS

1. *All entries must be typewritten or legibility written.*
2. *Delivery period within _____ upon conforme of the approved Purchase Order (P.O). Administratitive penalties to Sec. 69 of the Revised IRR-RA 1984 shall be imposed for non-delivery without valid reason.*
3. *Warranty shall be for a minimum of three (3) months for Supplies & Materials; (1) one year for Equipment from date of acceptance by the end-user.*
4. *Price validity shall be for a period of sixty (60) calendar days.*
5. *Suppliers required to submit updated documents yearly such as G-EPS Resgistration, Certificate of Tax, Mayor'sPermit, DTI, Bank Name/Account and Branch for evaluation of the Procurement Office upon submission of the quotation.*
6. *Bidders shall submit complete specifications showing products certification, if applicable.*
7. *Please indicate the brand for each items being offered.*
8. *The Approved budget celling for this procurement is ___PHP 600,000.00___.*

MARIDEL C. ZABELLA
Director, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	lot	Fabrication and Installation of Container Vans for Records Management		

Source of Fund: **PRE STF**
Delivery Period: **60 DAYS**
Warranty:
Price Validity:

After having carefully need & accepted your Genaral Conditions, We quote you on the item(s) at prices note above. If the space of providec on the Delivery Period, Warranty & Price Validity are left blank, it means that I concur w/ the Terms & Conditions specified by SLSU Procurement Office.

_____
Printed Name/Signature/Date

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Project Management Office
Lucban , Quezon

PROJECT TITLE : Fabrication and Installation of Container Vans for Records Management
PROJECT LOCATION: SLSU Main Campus, Lucban, Quezon
OWNER : Southern Luzon State University
ABC : P 600,000.00
PROJECT DURATION : 60 Calendar Days

INFRASTRUCTURE

SUMMARY

ITEM	DESCRIPTION	COST OF MATERIALS	COST OF LABOR AND EQUIPMENT	TOTAL
I	GENERAL REQUIREMENTS	----------		
II	EARTHWORKS	----------		
III	REINFORCED CONCRETE WORKS			
IV	FORM WORKS AND SCAFFOLDING WORKS			
V	CONTAINER VAN			
			TOTAL ESTIMATED DIRECT COST P	
	INDIRECT COST		*OVERHEAD, CONTINGENCIES & MISC.(OCM)* P	
			CONTRACTOR'S PROFIT P	
			VALUE ADDED TAX (VAT) P	
			TOTAL PROJECT COST P	

TOTAL PROJECT COST IN WORDS: _____

_____

CONTRACTOR/BIDDER: _____

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Project Management Office
Lucban , Quezon

PROJECT TITLE : Fabrication and Installation of Container Vans for Records Management
PROJECT LOCATION: SLSU Main Campus, Lucban, Quezon
OWNER : Southern Luzon State University
PROJECT DURATION : 60 Calendar Days

BILL OF MATERIALS

I. GENERAL REQUIREMENTS

Quantity	Unit	Description	Direct Cost	Amount
1	lot	Mobilization/Demibilization		
1	lot	Project Identification & Signs, Tarpaulin		

SUB-TOTAL

II. Earthworks (Volume: 8 cu.m.)

Quantity	Unit	Description	Unit Cost	Total Cost
12	cu.m.	Excavation		
8	cu.m.	Backfill		
2	cu.m.	Gravel Bedding		

SUB-TOTAL

III. Reinforced Concrete Works (Volume: 8 Cubic Meters)

Quantity	Unit	Description	Unit Cost	Total Cost
	bags	Portland Cement		
	cu.m.	Sand S1		
	cu.m.	Gravel 3/4		
	pcs	12mm dia RSB x 6m		
	pcs	10mm dia RSB x 6m		
	roll	G.I. Tie Wire #16		
1	lot	Consumables		

SUB-TOTAL

IV. Form Works

Quantity	Unit	Description	Unit Cost	Total Cost
	pcs	1/2x4x8 Phenolic Board		
	pcs	2x3 Cocolumber		
1	lot	Consumables		

Sub - Total P

V. Container Van (2 Units)

Quantity	Unit	Description	Direct Cost	Amount
2	Sets	Pre Fabricated Container Van 20ft x 8ft x 8.60ft		
		with installation		

SUB-TOTAL

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

- Supply two (2) units of prefabricated container van of the required dimensions and specifications.
- Provide doors, locks, and other necessary accessories as specified in the approved plans.
- Ensure that all materials are new, free from defects, and compliant with the approved technical specifications.
- Inspect and verify the designated installation area prior to delivery.
- Clear and prepare the installation site, including the removal of debris and minor obstructions.
- Transport the prefabricated container van from the supplier's facility to the designated project site.
- Provide the necessary equipment, vehicles, lifting devices, and personnel for safe loading, unloading, and handling.

Prepared by:

ENGR. JOEL E. MORALES
Project Development Officer I

Reviewed by:

ENGR. MARK KEVIN A. MAKIPAGAY
Project Development Officer II

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
Project Management Office
Lucban, Quezon

PROJECT TITLE: Fabrication and Installation of Container Vans for Records Management
PROJECT LOCATION: SLSU Main Campus, 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
1	Skilled Worker
2	Laborers

QUANTITY	MINIMUM EQUIPMENT
1 unit	Bagger mixer
1 unit	Cut – Off Machine

MINIMUM PCAB REQUIREMENT			
Size Range	License Category	Single Largest Project (₱)	Allowable Ranges of Contract Cost (₱)
Small A	Trade/E	Up to 1 Million	Up to 1 Million

Prepared by:

ENGR. JOEL E. MORALES
Project Development Officer I

Reviewed by:

ENGR. MARK KEVIN A. MAKIPAGAY
Project Development Officer II

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
Project Management Office
Lucban, Quezon

PROJECT TITLE : Fabrication and Installation of Container Vans for Records Management
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												
II.	**EARTH WORKS**														
	Excavation	5	days												
	Backfill	5	days												
III.	**REINFORCED CONCRETE WORKS**														
	Fabrication and installation of rebars	5	days												
	concreting	5	days												
IV.	**FORMWORKS**														
	Carpentry Works	5	days												
	Dismantling of Form Works	5	days												
V.	**CONTAINER VAN**														
	Fabrication and Installation of Container Vans	30	days												

Prepared by :

ENGR. JOEL E. MORALES
Project Development Officer I

Reviewed by :

ENGR. MARK KEVIN A. MAKIPAGAY
Project Development Officer II

Recommending Approval :

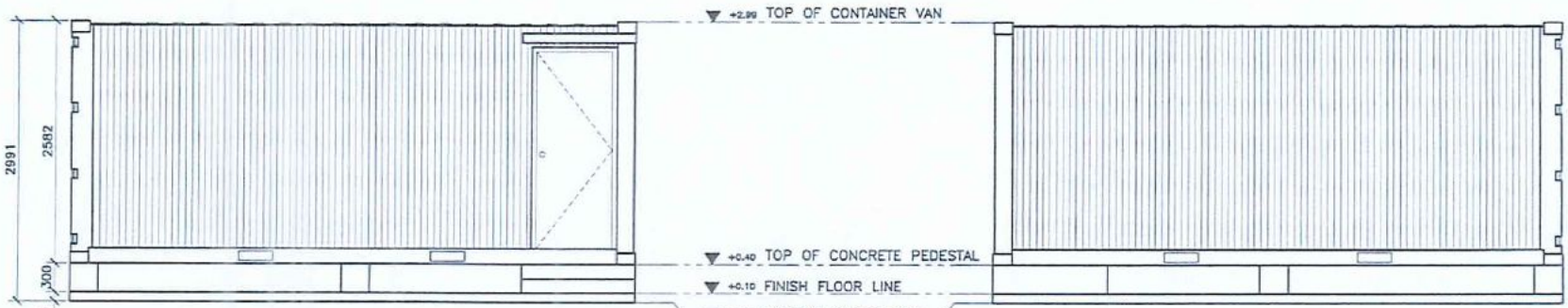
ENGR. MELVIN A. MAKIPAGAY
Director, Project Management Office

Approved by :

FREDERICK T. VILLA, DT
University President



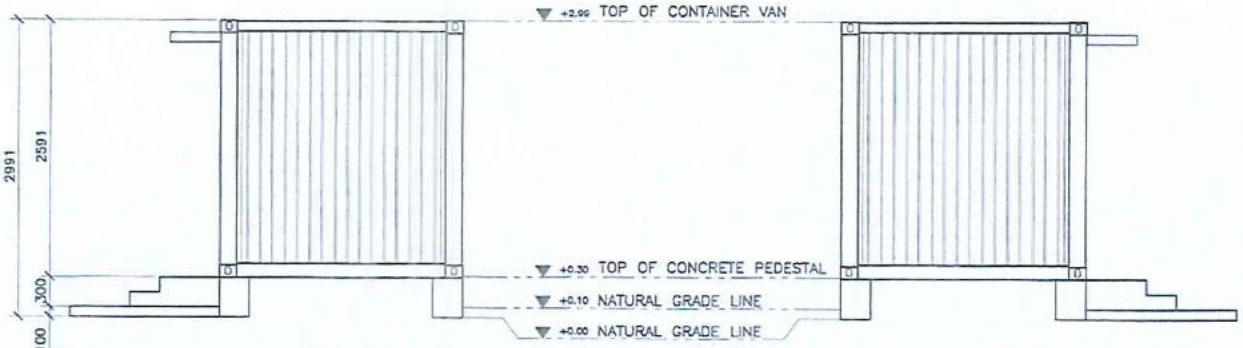
PERSPECTIVE
SCALE: NTS.



FRONT VIEW ELEVATION
SCALE: 1:50M

REAR VIEW ELEVATION
SCALE: 1:50M

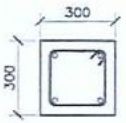
CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
PRC #: / TIN #: PTR #: / DATE ISSUED: PLACE ISSUED:	FABRICATION AND INSTALLATION OF CONTAINER VANS FOR RECORDS MANAGEMENT ADDRESS: SLSU MAIN CAMPUS, LUCBAN, QUEZON	ENGR. JOEL E. MORALES PROJECT DEVELOPMENT OFFICER I PRC #: / TIN #: PTR #: / DATE ISSUED: PLACE ISSUED:	ENGR. MARK KEVIN A. MAKIPACAY PROJECT DEVELOPMENT OFFICER II PRC #: / TIN #: PTR #: / DATE ISSUED: PLACE ISSUED:	ENGR. MELVIN A. MAKIPACAY DIRECTOR, PROJECT MANAGEMENT OFFICE	FREDERICK T. VILLA, DT UNIVERSITY PRESIDENT		



RIGHT VIEW ELEVATION
SCALE: 1:50M

LEFT VIEW ELEVATION
SCALE: 1:50M

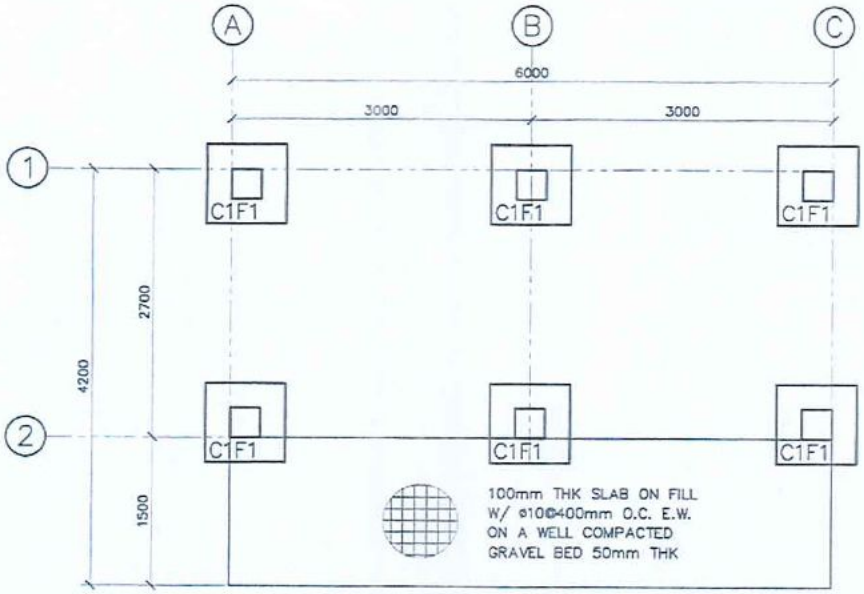
COLUMN SCHEDULE
(f'c = 3,000 psi , fy = 40,000 psi)



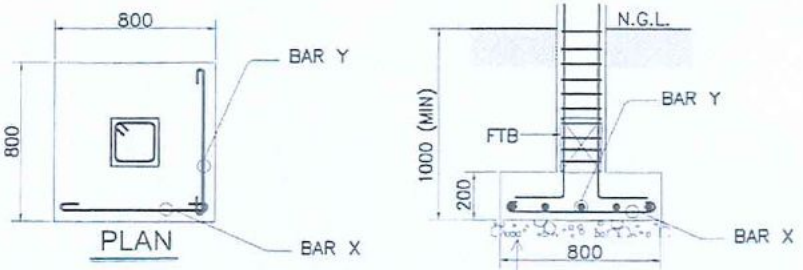
4–ø12mm VERTICAL BARS
W/ ø10mm TIES;
1@50, 10@100, BAL@200
1 TIES/SET

FOUNDATION TO BEAM LEVEL

C – 1



FOUNDATION PLAN
SCALE: 1:50M



TYPICAL FOOTING DETAIL
SCALE: NTS.

CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
PRC # / PTR # / PLACE ISSUED: / TIN # / DATE ISSUED:	FABRICATION AND INSTALLATION OF CONTAINER VANS FOR RECORDS MANAGEMENT ADDRESS: SLSU MAIN CAMPUS, LUCENA, QUEZON	ENGR. JOEL E. MORALES PROJECT DEVELOPMENT OFFICER I	ENGR. MARY KRUN A. MAKIPAGAY PROJECT DEVELOPMENT OFFICER II	ENGR. MELVIN A. MAKIPAGAY DIRECTOR, PROJECT MANAGEMENT OFFICE	FREDERICK T. VILLA, DT UNIVERSITY PRESIDENT		

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

PROJECT TITLE: Fabrication and Installation of Container Vans for Records Management
PROJECT LOCATION: SLSU Main Campus, Lucban, Quezon
OWNER: Southern Luzon State University
PROJECT DURATION: 60 Calendar Days
SUBJECT: Specification of materials and finishes

SPECIFICATION OF MATERIALS, FINISHES AND SCOPE OF WORKS

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 specification 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 owner 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.
- A ±15% variance in the estimated quantities based on the agency's official estimate shall be considered for critical materials, especially reinforced concrete, masonry works and truss and roofing works.

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:

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 WORKS

1.1 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.

1.2 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 :

II. EARTHWORKS

- **Earth fill/Backfill** – excavation shall be backfilled and filling materials shall be made in layers not to exceed 15 centimeters and thoroughly tamped before the next fill is placed.
- **Gravel Bedding** –All gravel bedding shall be tamped by a plate compactor or any tampering equipment to make it compact.
- **Demolition of Old Structure** – All existing Structure within the site of construction shall be demolished and all the debris and material shall be placed where the SLSU Project engineer instructed.
- **Compaction and Grading** – All Exterior grades and compaction shall be formed in accordance with the drawings and specifications.
- **Excavation** – The Contractor shall make all necessary excavation for foundations, footing tie beam to establish grades indicated in the drawings and plans.
  1. Implementing and adequate method of excavation, and adhering to safe work sequences and proper standards of workmanship in connection therewith.
  2. Providing adequate protection of all excavation from collapse and subsidence of adjacent ground and properties.
  3. The safety and integrity of the adjacent properties of the permanent works.
  4. All concrete works shall have a minimum of 4" or 100mm thick of gravel bedding or as planned.
- **Clearing and Hauling** - All the debris and material shall be placed where the SLSU Project engineer instructed.
- This Specification is to be read in conjunction with the Conditions of Contract, scope of work and Drawings. Where Works are ordered to be performed by the Contractor, but are not specified in the Specification, the Contractor, must carry them out with full diligence and expedience as are expected for Works of that nature.
- As prior to the construction of the project, necessary clearing and grading shall be done by the contractor.

III. REINFORCED CONCRETE WORKS

- Cement shall conform to Portland Cement ASTM C150
- Concrete aggregates shall conform to ASTM C33 except the aggregates failing to meet these specifications but which have produced concrete to adequate strength and durability may be used to the approval of the Civil Engineer.
- Water used in mixing concrete shall be clean and free from injurious amounts of oil, acids, alkalis, salts, organic materials or other substances deleterious to concrete or steel. In addition, the mixing water for pre stressed concrete shall not contain deleterious amounts of chloride ion.
- Reinforcing bars shall conform to ASTM A615
- Reinforcing bars shall be stored in such a manner to prevent and lessen rusting and deterioration or intrusion of foreign matter.
- Admixtures to be used in concrete shall be subject to prior approval by the Structural Engineer.
- Cement and aggregates shall be stored in such a manner as to prevent their deterioration or the intrusion of foreign matter.

Mixing of concrete

- All concrete shall be mixed until there in uniform distribution of the materials and shall be discharges completely before the mixer is recharged.

Conveying of concrete

- Concrete shall be conveyed from the mixer to the place of final deposit by methods that will prevent the separation or loss of materials

Depositing of concrete

- Concrete shall be deposited as nearly as practicable in its final position to avoid segregation due to re handling or flowing.

Curing

- Concrete shall be maintained in a moist condition for at least 7 days after placing.
- Strength of concrete must be followed base on plan.

V. FORMWORKS AND SCAFFOLDING WORKS

Scope of Work

This section covers the design, supply, fabrication, erection, maintenance, and removal of all formworks and scaffolding required for concrete and related structural works.

Formwork Materials

- **Plywood/Form Panels:** Marine plywood or phenolic board, minimum 12mm thick, smooth finish
- **Lumber:** Sound, straight, and free from defects
- **Steel Forms:** True to shape, mortar-tight, and properly braced

Installation

- Formwork shall support all loads including wet concrete, workers, equipment, and vibration
- Designed to prevent excessive deflection, leakage, or misalignment
- Forms shall be aligned, level, and plumb
- Joints shall be tight to prevent grout leakage
- Adequate bracing and shoring must be installed
- All formworks shall be formed, that columns and beams, and all other structure that needs form work, with quality to ensure smooth concrete pours.
- Ensure strength and safety in supports and scaffolding.
- Variation in alignment: ±5 mm
- Variation in dimensions: ±10 mm
- Surface irregularities shall comply with finish requirements

Removal of Forms

- Forms shall not be removed until concrete has gained sufficient strength:
  - Vertical forms: 24–48 hours
  - Slabs: 21-28 days
  - Beams and soffits: 28 days
- Removal shall not damage concrete surfaces

IV. CONTAINER VAN

The work covers the supply, delivery, installation, and completion of a prefabricated container van to be used as an office, storage facility, or other designated purpose, in accordance with the approved plans, technical specifications, and requirements of the project owner.