Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

BAGONG PILIPINAS

REQUEST FOR QUOTATION

FABRICATION AND INSTALLATION OF NEW AWNING WINDOWS AT CIT BUILDING (PMO)

Purchase Request No. 2026-10-2722
Approved Budget for the Contract: ₱ 500,000.00

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 New Awning Windows at CIT Building (PMO)** to apply the sum of **Five Hundred Thousand Pesos Only (₱ 500,000.00) 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 New Awning Windows at CIT Building

1. The quotation shall be submitted on or before November 3, 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)540-6519

Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon

REQUEST FOR QUOTATION

Office/End-User:	**Project Management Office**	**Date:**	
COMPANY NAME:		**PR No.:**	**2026-10-2722**
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 500,000.00 .*

MARIDEL C. ZABELLA
Director, Procurement Office

Item #	Qty.	Unit	ITEM/S DESCRIPTION	Unit Price	Total Cost
	1	lot	Fabrication and Installation of New Awning Windows at CIT Building		

Source of Fund: **PRE STF**
Delivery Period: **45 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 Managment Office
Lucban , Quezon

INFRA

PROJECT TITLE : Fabrication and Installation of New Awning Windows at CIT Building
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER : Southern Luzon State University
ABC : P 500,000.00
PROJECT DURATION : 45 Calendar Days

SUMMARY

ITEM	DESCRIPTION	COST OF MATERIALS	COST OF LABOR AND EQUIPMENT	TOTAL
I	GENERAL REQUIREMENTS	---------		
II	DOORS AND WINDOWS			
			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 New Awning Windows at CIT Building
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER : Southern Luzon State University
MODE OF IMPLEMENTATION : by Contract
PROJECT DURATION : 45 Calendar Days

BILL OF MATERIALS

I. GENERAL REQUIREMENTS						
Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/PROFIT)	Unit Cost	Amount
1	lot	Mobilization and Demobilization				
1	lot	Project Signage/Tarpaulin				
1	lot	Clearing and Hauling				
1	lot	Dismantling and Restoration				
					SUB TOTAL	-

II. DOORS AND WINDOWS						
Quantity	Unit	Description	Direct Cost	Indirect Cost (VAT/OCM/PROFIT)	Unit Cost	Amount
1	set	**W1** Awning Window with Transom in Powder				
		Coated Aluminum Frame With Complete				
		Accessories, 6mm Thk Glass				
3	sets	**W2** Awning Window with Transom in Powder				
		Coated Aluminum Frame With Complete				
		Accessories, 6mm Thk Glass				
4	sets	**W3** Awning Window with Transom in Powder				
		Coated Aluminum Frame With Complete				
		Accessories, 6mm Thk Glass				
1	set	**W4** Awning Window with Transom in Powder				
		Coated Aluminum Frame With Complete				
		Accessories, 6mm Thk Glass				
1	set	**W5** Awning Window with Transom in Powder				
		Coated Aluminum Frame With Complete				
		Accessories, 6mm Thk Glass				
3	sets	**W6** Sliding Window in Powder Coated Aluminum				
		Frame With Complete Accessories, 6mm Thk Glass				
2	sets	**W7** Sliding Window in Powder Coated Aluminum				
		Frame With Complete Accessories, 6mm Thk Glass				
2	sets	**D1** Powder Coated Aluminum Frame Heavy Duty				
		Swing Door, 6mm thk Glass with Frosted Sticker				
		and Complete Accessories				
					SUB TOTAL	-

Republic of the Philippines
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Lucban, Quezon

PROJECT TITLE: Fabrication and Installation of New Awning Windows at CIT Building
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER: Southern Luzon State University
PROJECT DURATION: 45 Calendar Days
SUBJECT: Specification of materials and finishes

SPECIFICATION OF MATERIALS, FINISHES AND SCOPE OF WORKS

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	:

Clearing and Hauling

- In this work contractor must clear all the debris on the job site.
- Hauling of dismantled existing doors and windows on the location as instructed of the SLSU representative.

Dismantling and Restoration

- Dismantling of existing doors and windows as indicated location on the plans.
- Restoration of all openings of doors and windows, must be in smooth finish and painted of same colors of the existing walls.

II. DOORS AND WINDOWS

- Supply and installation of windows in powder coated aluminum frame.
- Supply and installation of 2.10 X 0.88M Powder Coated Aluminum Frame Heavy Duty Swing Door, 6.0mm thk Smoke Glass with Complete Accessories, 2"X4" PCAF White Aluminum Door Jamb

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
Project Management Office
Lucban, Quezon

PROJECT TITLE: Fabrication and Installation of New Awning Windows at CIT Building
PROJECT LOCATION: SLSU Main Campus, Brgy. Kulapi Lucban, Quezon
OWNER: Southern Luzon State University
PROJECT DURATION: 45 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

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MODE OF IMPLEMENTATION : by Contract
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PERT-CPM/GANTT CHART

ITEM	TASK NAME	DURATION		TIMELINE								
				5	10	15	20	25	30	35	40	45
I.	**GENERAL REQUIREMENTS**											
	Mobilization/ Demobilization	45	days									
	Dismantling and Restoration	10	days									
	Clearing and Hauling	5	days									
II.	**STEEL TRUSSES AND ROOFING WORKS**											
	Fabrication and Installation of doors and windows	30	days									

Prepared by :

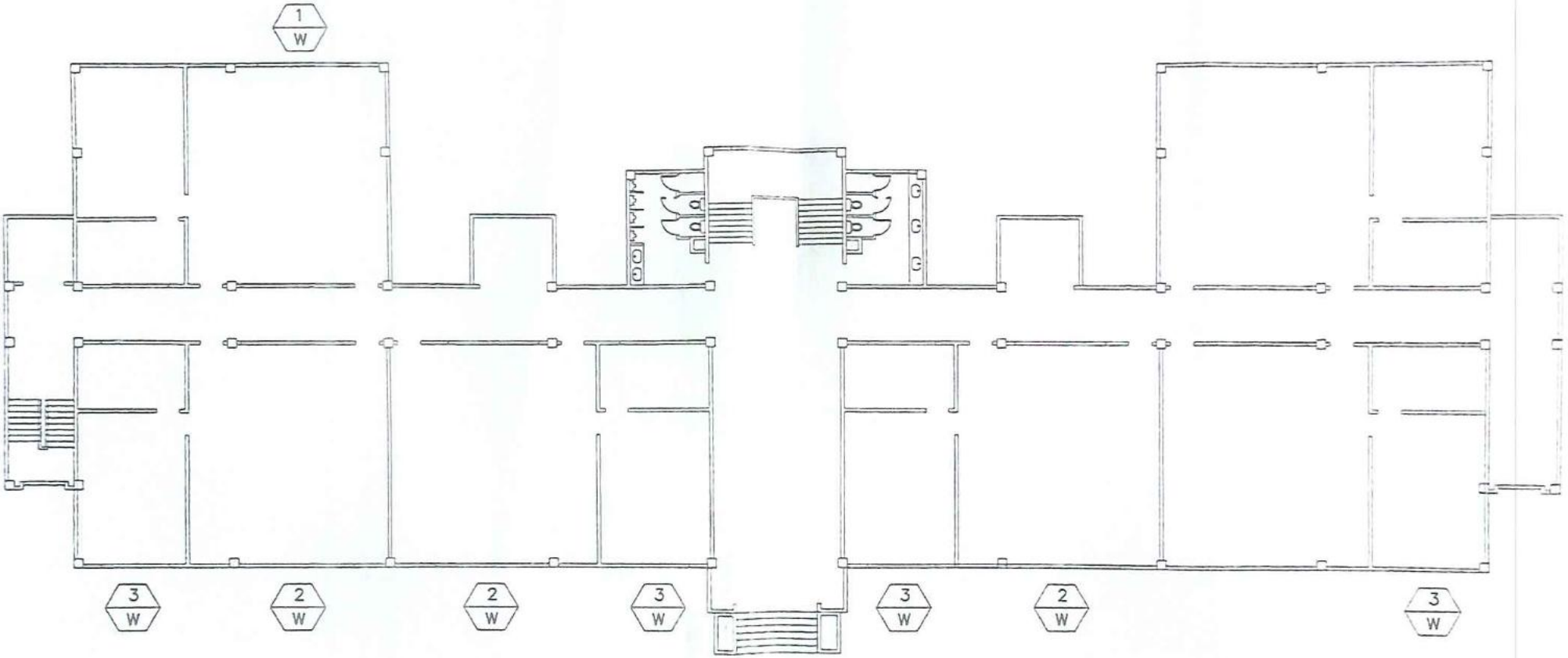
ENGR. IGEL E. MORALES
Project Development Officer

Recommending Approval :

ENGR. MELVIN A. MAKIPAGAY
Director, Project Management Office

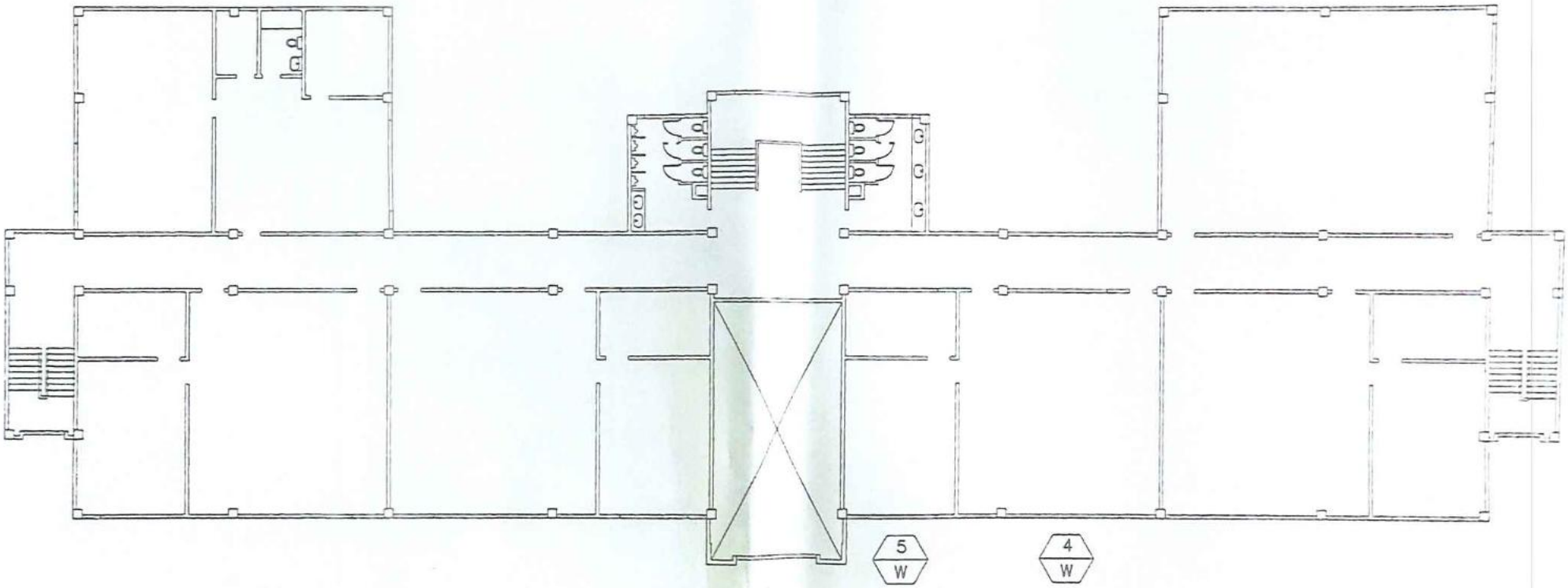
Approved by :

FREDERICK T. VILLA, DT
University President



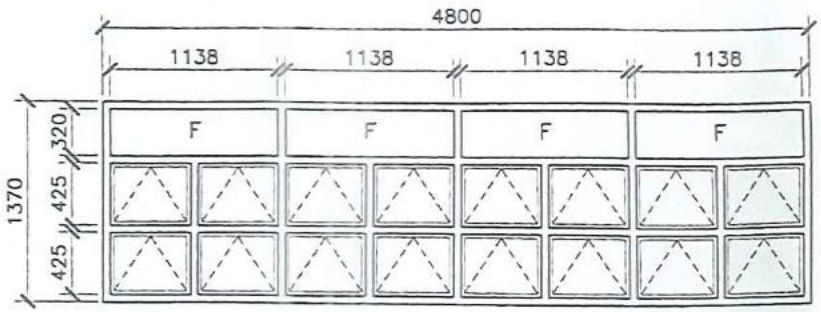
GROUND FLOOR PLAN

CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
	FABRICATION AND INSTALLATION OF NEW AWNING WINDOWS AT CIT BUILDING	ENGR. JOEL E. MORALES		ENGR. MELVIN A. MAKIPAGAY	FREDERICK T. VILLA, DT		



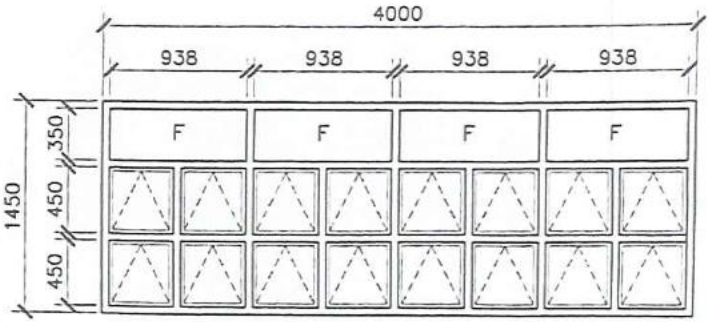
SECOND FLOOR PLAN

CIVIL ENGINEER:	PROJECT TITLE: FABRICATION AND INSTALLATION OF NEW AWNING WINDOWS AT CIT BUILDING	PLANNED BY: ENGR. JOEL E. MORALES	REVIEWED BY:	RECOMMENDING APPROVAL: ENGR. MELVINA A. MAKIPAGAY	APPROVED BY: FREDERICK T. VILLA, DT	SHEET CONTENT:	SHEET #



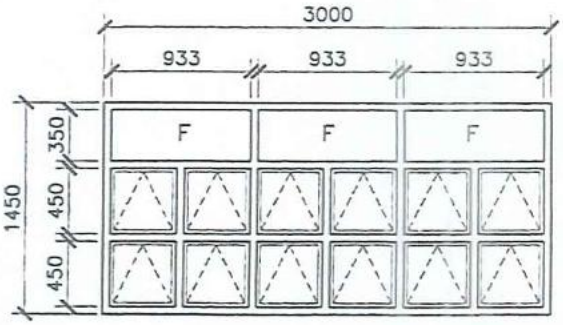
W1 – 1 SET

AWNING WINDOW WITH TRANSOM IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS



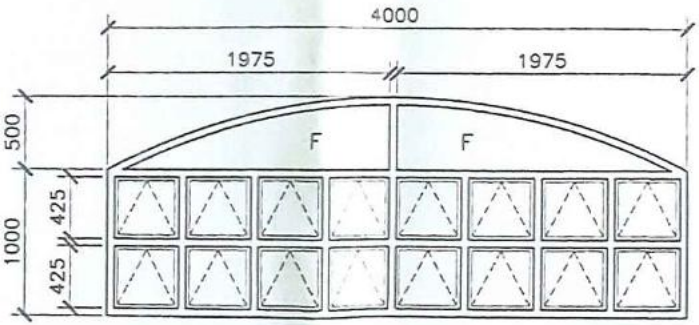
W2 – 3 SETS

AWNING WINDOW WITH TRANSOM IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS



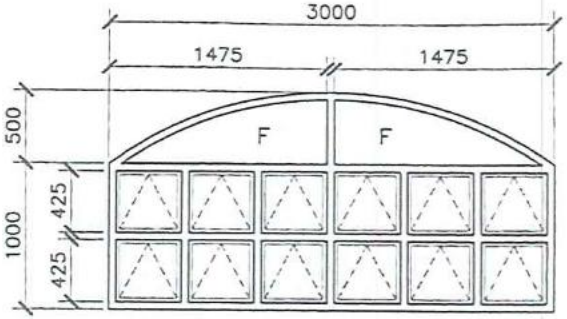
W3 – 4 SETS

AWNING WINDOW WITH TRANSOM IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS



W4 – 1 SET

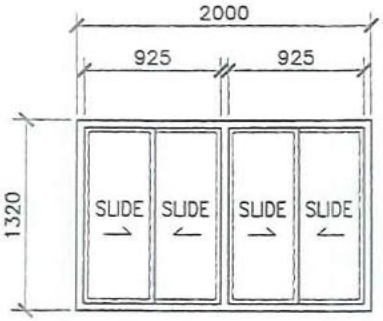
AWNING WINDOW WITH TRANSOM IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS



W5 – 1 SET

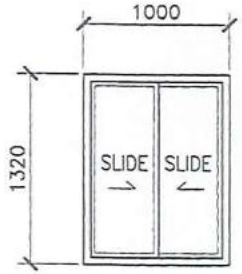
AWNING WINDOW WITH TRANSOM IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS

CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
	FABRICATION AND INSTALLATION OF NEW AWNING WINDOWS AT CIT BUILDING	ENGR. JOEL E. MORALES PROJECT DEVELOPMENT OFFICER I		ENGR. MELVIN [illegible] MAKIPAGAY DIRECTOR, PROJECT MANAGEMENT OFFICE	FREDERI[illegible] T. VILLA, DT		



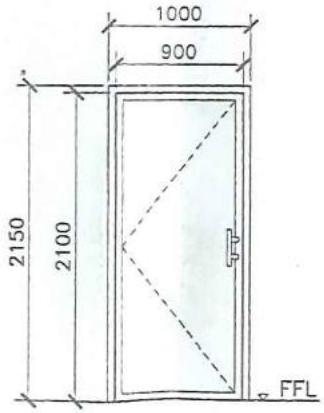
W6 – 3 SETS

SLIDING WINDOW IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS



W7 – 2 SETS

SLIDING WINDOW IN POWDER COATED ALUMINUM FRAME WITH COMPLETE ACCESSORIES, 6MM THK GLASS



D1 – 2 SETS

2"X4" PCAF WHITE ALUMINUM DOOR JAMB

POWDER COATED ALUMINUM FRAME HEAVY DUTY SWING DOOR, 6MM THK WITH FROSTED STICKER AND COMPLETE ACCESSORIES

CIVIL ENGINEER:	PROJECT TITLE:	PLANNED BY:	REVIEWED BY:	RECOMMENDING APPROVAL:	APPROVED BY:	SHEET CONTENT:	SHEET #
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