



Republic of the Philippines
SOUTHERN LUZON STATE UNIVERSITY
Lucban, Quezon



REQUEST FOR QUOTATION

CONSULTANCY SERVICES FOR SIGN AND SEAL OF AS BUILT PLANS AND DOCUMENTS FOR APPLICATION OF BUILDING & OCCUPANCY PERMIT OF SLSU AYUTI 3 STOREY CAG MAIN BUILDING (PMO)

Purchase Request No. 2026-09-2571

Approved Budget for the Contract: ₱ 220,000.00

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement of **Consultancy Services for Sign and Seal of As Built Plans and Documents for Application of Building & Occupancy Permit of SLSU Ayuti 3 Storey CAG Main Building (PMO)** to apply the sum of **Two Hundred Twenty Thousand Pesos Only (₱ 220,000.00)** inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
1	lot	Consultancy Services for Sign and Seal of As Built Plans and documents for application of Building Permit & Occupancy Permit of SLSU Ayuti 3 Storey Agriculture Main Building
		-Architectural
		-Structural
		-Sanitary/Plumbing
		-Electrical

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

Kindly attach these additional requirements when submitting a Quotation,

1. PRC IDs of Engineers to sign (Architect, Civil Engineer, Sanitary Engineer/Master Plumber, Professional Electrical Engineer)
2. Copy of valid Professional Tax Receipt of the engineers
3. Proof of membership of PRC Accredited Organization (each engineer)
4. List of projects signed and sealed by the professionals (Architect, Civil Engineer, Sanitary Engineer/Master Plumber, Electrical Engineer) accompanied by copies of the title sheets or first page of the plans they signed and sealed

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Project Management Office
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PROJECT TITLE: Consultancy Services for sign and seal of As Built Plans of SLSU Ayuti 3 Storey Agriculture Main Building (Architectural, Structural, Sanitary/Plumbing, & Electrical)

PROJECT LOCATION: SLSU Ayuti Campus, Lucban, Quezon

OWNER: Southern Luzon State University

PROJECT DURATION: 60 Calendar days

SUBJECT: Scope of Works

SCOPE OF WORKS

A. Architectural

1. Review all architectural drawings and specifications to ensure accuracy, completeness, and compliance with applicable codes and regulatory requirements (e.g., NBC, local zoning), and coordinate with the project to address any inconsistencies or deficiencies.
2. Signing and affixing of the architect's professional seal on the following documents (subject to completion and compliance):
 - Architectural Site Development Plan
 - Floor Plans (All Levels)
 - Elevations (All Sides)
 - Building Sections
 - Reflected Ceiling Plans
 - Roof Plan
 - Door and Window Schedules
 - Architectural Details (e.g., wall sections, stairs, toilets, kitchen)
 - Finishing Schedule
 - Perspective(s)
 - Bill of Materials
 - General Specifications
 - Building Permit Forms
 - Certificate of Completion
3. Provision of signed and sealed updated Professional Regulation Commission License and Professional Tax Receipt.
4. Submission of deliverables such as signed and sealed documents to the Project Management Office.

B. Structural

1. Assess all structural plans, calculations, and details for accuracy, structural integrity, and consistency with the architectural design, while verifying compliance with applicable codes such as the National Structural Code of the Philippines (NSCP), National Building Code (NBC), local government regulations, and relevant seismic, wind, and load provisions based on the project's location.

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2. Signing and affixing of the civil/structural engineer's professional seal on the following documents (subject to completion and compliance):
 - Foundation Plan and Details
 - Column and Beam Layouts and Schedules
 - Slab Plans
 - Structural Framing Plans
 - Roof Framing Plan
 - Structural Sections and Details
 - Structural Analysis
3. Preparation of Structural Analysis of the structure in accordance with applicable engineering standards and design codes.
4. Provision of signed and sealed updated Professional Regulation Commission License and Professional Tax Receipt.
5. Submission of deliverables such as signed and sealed structural documents to the Project Management Office.

C. Electrical

1. Review all electrical plans and documents to ensure accuracy, completeness, and technical compliance with the architectural and engineering requirements of the project, while verifying adherence to the Philippine Electrical Code (PEC), National Building Code provisions, local power utility standards, and applicable safety and load requirements.
2. Signing and affixing of the professional electrical engineer's professional seal on the following documents (subject to completion and compliance):
 - Electrical Layout Plan (Power and Lighting)
 - Load Schedule and Demand Computation
 - Single-Line Diagram
 - Panel Board Schedules
 - Riser Diagram
 - Auxiliary System Layout (e.g., telephone, CCTV, fire alarm, data, etc.) if applicable
 - Short Circuit Analysis and Voltage Drop Calculations
3. Preparation of Short Circuit Analysis & Voltage Drop Calculations in accordance with applicable engineering standards and design codes.
4. Provision of signed and sealed updated Professional Regulation Commission License and Professional Tax Receipt.
5. Submission of signed and sealed deliverables to the Project Management Office.

D. Sanitary/Plumbing

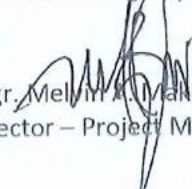
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1. Review all sanitary and plumbing plans, riser diagrams, and supporting documents for technical accuracy, completeness, and consistency with the architectural and structural designs.
2. Ensure that all designs comply with the Revised National Plumbing Code of the Philippines (or applicable local plumbing code), the National Building Code of the Philippines (NBCP), local water district and sewerage system standards (if applicable), and the health and sanitation requirements of the Local Government Unit (LGU).
3. Signing and affixing of the sanitary engineer/master plumber's professional seal on the following documents (subject to completion and compliance):
 - Sanitary/Plumbing Layout Plans (All floors)
 - Water Supply and Distribution Plans
 - Drainage and Sewerage Layout
 - Isometric Diagrams (Sanitary and Water Supply)
 - Septic Tank Details and Sizing
 - Plumbing Riser Diagrams
 - Storm Drainage Plans (if applicable)
4. Provision of signed and sealed updated Professional Regulation Commission License and Professional Tax Receipt.
5. Submission of signed and sealed deliverables to the Project Management Office.

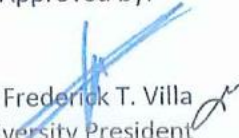
Prepared by:


Engr. Mary Rose N. Bojelador
Asst. Planning Engineer/As Built Occupancy/
Project Close out section

Recommending Approval:


Engr. Melvin A. Manipagay
Director – Project Management Office

Approved by:


Dr. Frederick T. Villa
University President