



Republic of the Philippines
BICOL UNIVERSITY
Cluster IV – CIT, CENG, IDEA
Legazpi City



REQUEST FOR QUOTATION

Date: 30 MAY 2025

The **Bicol University Institute of Design & Architecture** through the Cluster IV-Bids and Awards Committee (BAC), intends to procure **Repair Works** through **Section 34 (Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Project Identification No:	IDEA-2025-010
Project Name:	Replacement of Steel Casement Window to Aluminum Framing Windows (Faculty Office Architecture Building)
ABC/Fund Source:	P417,067.41/F-05
Contract Period:	15 calendar days from receipt of Notice to Proceed

Please submit your duly accomplished and signed Price Quotation Forms (Annex A) to the BAC Secretariat at this address - *Cluster IV (CIT, CENG, IDEA) Procurement Management Unit, BU East Campus, EM's Bo., Legazpi City*, on or before **12:00 NN** of 17 JUN 2025, subject to the compliance with the Instructions, Terms and Conditions provided on this Request for Quotation (RFQ).

The interested supplier shall submit the following documents with the duly signed quotations on or before the above specified deadline of submission:

- Mayor's/Business Permit**
- Proof of PhilGEPS Registration**
- PCAB License**
- Omnibus Sworn Statement**
- Certificate of Site Inspection (issued by East Campus PDMO Coordinator)**

For any clarification, you may contact the BAC Secretariat at (+63) 9690474492 or send email to bu-cluster4bac@bicol-u.edu.ph.


Engr. ROLANDO M. DACILLO
Chairperson, Bids and Awards Committee

Received by:

Date:

INSTRUCTIONS, TERMS & CONDITIONS

NOTE: Failure to follow these instructions will disqualify your entire quotation.

- (1) Bidders shall provide correct and accurate information required in this form. No altering of the contents of the Price Quotation form in any way shall be allowed. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.
- (2) The bidder must state compliance of the technical specifications in the designated portion of the quotation forms; failure to comply shall render the quotation disqualified;
- (3) Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission;
- (4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable; quotations exceeding the Approved Budget for the Contract shall be automatically rejected;
- (5) Cash on Delivery (C.O.D.) as a mode of payment/delivery is not allowed per agency Accounting Unit Policy;
- (6) Quotations may be submitted through electronic mail at bu-cluster4bac@bicol-u.edu.ph ;
- (7) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered;
- (8) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Cluster IV BAC shall adopt and employ "toss coin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005;
- (9) Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications, requirements and other conditions stated herein;
- (10) The item/s shall be delivered according to the accepted offer of the bidder;
- (11) Item/s delivered shall be inspected on the scheduled date and time of the Cluster IV Supply Office or on the specified date and time for delivery sites outside of the agency premises. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications;
- (12) Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant; **TAX CLEARANCE** and additional documents may be required by the Accounting Unit;
- (13) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. Bicol University may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- (14) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under R.A. no. 12009 and its Implementing Rules & Regulations (IRR);
- (15) Implementation of the project shall be in accordance with the provisions of the Implementing Rules and Regulations of R.A. 12009 (New Government Procurement Act);
- (16) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

ANNEX A

PRICE QUOTATION FORM

Project Identification No:	IDEA-2025-010
Project Name:	Replacement of Steel Casement Window to Aluminum Framing Windows (Faculty Office Architecture Building)
ABC/Fund Source:	P417,067.41/F-05
Contract Period:	15 calendar days from receipt of NTP
M.O.P./Evaluation	SVP (Sec. 34) / By lot

Engr. ROLANDO M. DACILLO
Chairperson, Bids and Awards Committee
BU Cluster IV (CIT, CENG, IDEA)
Legazpi City

THRU: The BAC Secretariat

Dear Sir:

After having carefully read, accepted and complied the Instructions, Terms and Conditions of this RFQ, I/we submit our quotation/s for the item/s as follows:

TECHNICAL OFFER

TECHNICAL OFFER			Compliance to Specifications	Offered Technical Specification/Services																																						
Item	QTY/UOM	TECHNICAL SPECIFICATIONS																																								
1	1 lot	<p>Replacement of Steel Casement Window to Aluminum Framing Windows (Faculty Office Architecture Building), with the following Scope of Works:</p> <table><tr><th>Item</th><th>Description</th><th>Unit</th><th>Quantity</th></tr><tr><td>I.</td><td>General Requirements</td><td>lot</td><td>1.00</td></tr><tr><td>II.</td><td>Site Works</td><td>lot</td><td>1.00</td></tr><tr><td>III.</td><td>Windows</td><td>set</td><td>4.00</td></tr><tr><td>IV.</td><td>Masonry Works</td><td>sq.m.</td><td>9.76</td></tr><tr><td>V.</td><td>Painting Works</td><td>sq.m.</td><td>9.76</td></tr><tr><td>VI.</td><td>Scaffoldings</td><td>lot</td><td>1.00</td></tr></table> <p>Manpower Requirements:</p> <table><tr><th>Designation</th><th>Experience in Construction</th></tr><tr><td>Project Architect/Engineer (Licensed)</td><td>3 years</td></tr><tr><td>Project Foreman</td><td>3 years</td></tr><tr><td>Safety Officer (With Construction Occupational Safety & Health Training Certificate)</td><td>3 years</td></tr><tr><td>First Aider (With valid Standard First Aid & Basic Life Support Training Certificate issued by Red Cross or DOLE authorized entity)</td><td>1 year</td></tr></table>	Item	Description	Unit	Quantity	I.	General Requirements	lot	1.00	II.	Site Works	lot	1.00	III.	Windows	set	4.00	IV.	Masonry Works	sq.m.	9.76	V.	Painting Works	sq.m.	9.76	VI.	Scaffoldings	lot	1.00	Designation	Experience in Construction	Project Architect/Engineer (Licensed)	3 years	Project Foreman	3 years	Safety Officer (With Construction Occupational Safety & Health Training Certificate)	3 years	First Aider (With valid Standard First Aid & Basic Life Support Training Certificate issued by Red Cross or DOLE authorized entity)	1 year		
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			Equipment Requirements: 1. Electric Grinder ***See Scope of Work and Plan/Drawing			
Delivery Compliance:				Price Validity:		

NOTE: Certificate of Site Inspection shall be secured from the PDMO East Campus Coordinator.

FINANCIAL OFFER

Item	QTY/UOM		Item	Unit Price	Total
1	1	lot	<i>Replacement of Steel Casement Window to Aluminum Framing Windows (Faculty Office Architecture Building)</i>		

IMPORTANT: Bid prices shall be supported with detailed Cost Estimates

NOTE: Please quote your **best offer** for the item/s above. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Printed Name / Signature

Position/Designation

Full Company Name:	
Address:	
Telephone No/s	
e-mail Address	



Project Title: Replacement of Steel Casement window to aluminum framing windows (Faculty Office Architecture Building)
Location: BUIDEA, East Campus, Legazpi City
ABC: Php 417,067.41
Duration: 30 Calendar Days

SCOPE OF WORKS AND TECHNICAL SPECIFICATIONS

All works to be undertaken shall be in accordance with the plans and working drawings. It includes the furnishing of all materials, labor and equipment with supervision necessary for the complete construction of the said project.

The plans, detailed drawings and this scope of work shall be considered as complementing with each other, so that what is mentioned or shown on one, although not mentioned or shown in another, shall be considered as appearing in both. In case of conflict between the two, the same should be referred to the designing Architect/Engineer.

ITEMS OF WORK INCLUDED :

I. GENERAL REQUIREMENTS

1.00 lot

This item of work includes the fabrication and installation of Project Sign Boards, Temporary Utilities, Stock Room and Enclosure, and the provisions for the Construction Safety and Health Program.

For Project Sign Boards, use Tarpaulin (4' x 8') with frame made of Coco Lumber and Ordinary Plywood (1/2" x 1.2m x 2.44m). Use assorted common nails as fastener.

II. SITE WORKS

1.00 lot

This item of work includes the following site works:

A. Clearing and cleaning of site before and after construction	1.00 lot
2 Laborers	2.00 days
B. Chipping of Existing Tiles	4.00 sets
1 Skilled Laborer	4.00 days
2 Laborers	4.00 days

Also included is the equipment rental of one (1) set of Electric Grinder necessary to complete the said item of work.

Confer with the Supply Officer as to the designated area where the waste materials are to be stockpiled. The contractor shall submit the waste material prior to demobilization.

III. WINDOWS

4.00 sets

This item of work includes furnishing and installation of the following Aluminum windows as replacement for the steel casement windows:

		4.00 sets
W1	5.1m x 1.8m 1/4" Clear Glass Aluminum Casement Window with Aluminum Grills (Analok Finish) complete with Heavy Duty accessories	1.00 set
W2	3.4m x 1.8m 1/4" Clear Glass Aluminum Casement Window with Aluminum Grills (Analok Finish) complete with Heavy Duty accessories	1.00 set
W3	5.1m x 1.8m 1/4" Clear Glass Aluminum Casement Window with Aluminum Grills (Analok Finish) complete with Heavy Duty accessories	1.00 set
W4	5.1m x 1.8m 1/4" Clear Glass Aluminum Casement Window with Aluminum Grills (Analok Finish) complete with Heavy Duty accessories	1.00 set

Kindly see the schedule of Doors and Aluminum cabinet.

All Doors and Aluminum cabinet shall be done as specified and shown on detailed drawings.

Painting works for the Doors and Aluminum cabinet are included.

Each panel of hinged door shall be hung on 88.92mm x 88.92mm (3.5" x 3.5") pin hinges. All hinges shall be of stainless steel heavy duty.

All locks shall be heavy duty and of approved quality and shall be installed in door frames at the height of 1.00 meter from the finished floor line.

All materials shall be approved high quality.

IV. MASONRY WORKS**9.76 sq.m**

This item of work includes patching the chipped masonry walls and plastering both sides of damaged edges and masonry wall. Use cement & sand for mortar and plastering.

Unless otherwise shown on the drawings, all cells shall be filled with mortar mixture consisting part cement and three parts of sand.

Please refer to the plan for complete details.

V. PAINTING WORKS**9.76 sq.m.**

This item of work includes the painting of the following areas:

A. Patched Masonry Walls**9.76 sq.m.**

Use Concrete Neutralizer, Flat Latex undercoat (1 coat), Masonry Putty, Patching Compound, Semi Gloss Acrylic Latex topcoat (2 coats), and Tinting Color to all concrete and masonry surfaces.

This item of work includes the use of sandpaper, paint rollers, brushes, tray, rags, newspapers and other miscellaneous item to finish the painting works.

The painting contractor shall supply all labor, tool and equipment necessary and shall perform all painting and finishing works as shown in the schedule of painting and other surfaces to render ready to use.

Painting materials shall be stored in one place in the building to be kept neat and clean.

Before any painting is done all surfaces shall be cleaned, smoothed and free from dust. Dirt, grease, mortar, rust and other foreign substances and all parts where paint remover has been used shall be washed off with paint or laquer thinner.

All paints shall be spread evenly and carefully.

No painting shall be done on outside work extremely cold, frosty, foggy or damp weather.


All materials shall be approved high quality.

IV. SCAFFOLDINGS**1.00 lot**

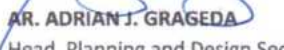
This item of work includes the supply and use of 1 pcs of 1/2" THK Ordinary Plywood, 4 pcs of 2"x 3" x 12' Coco Lumber, and 4 pcs of 2"x 2" x 12' Coco Lumber, G.I. Tie Wire # 16 and assorted CW nails for scaffolding and bracing to complete the said item of work.

✓ NOTE: Bidders shall secure a Certificate of Site Inspection signed by the PDMO Coordinator before bidding

Prepared by:


ENGR. DANIEL M. LLENARESAS I
PDMO Coordinator, BU East Campus


Verified by:

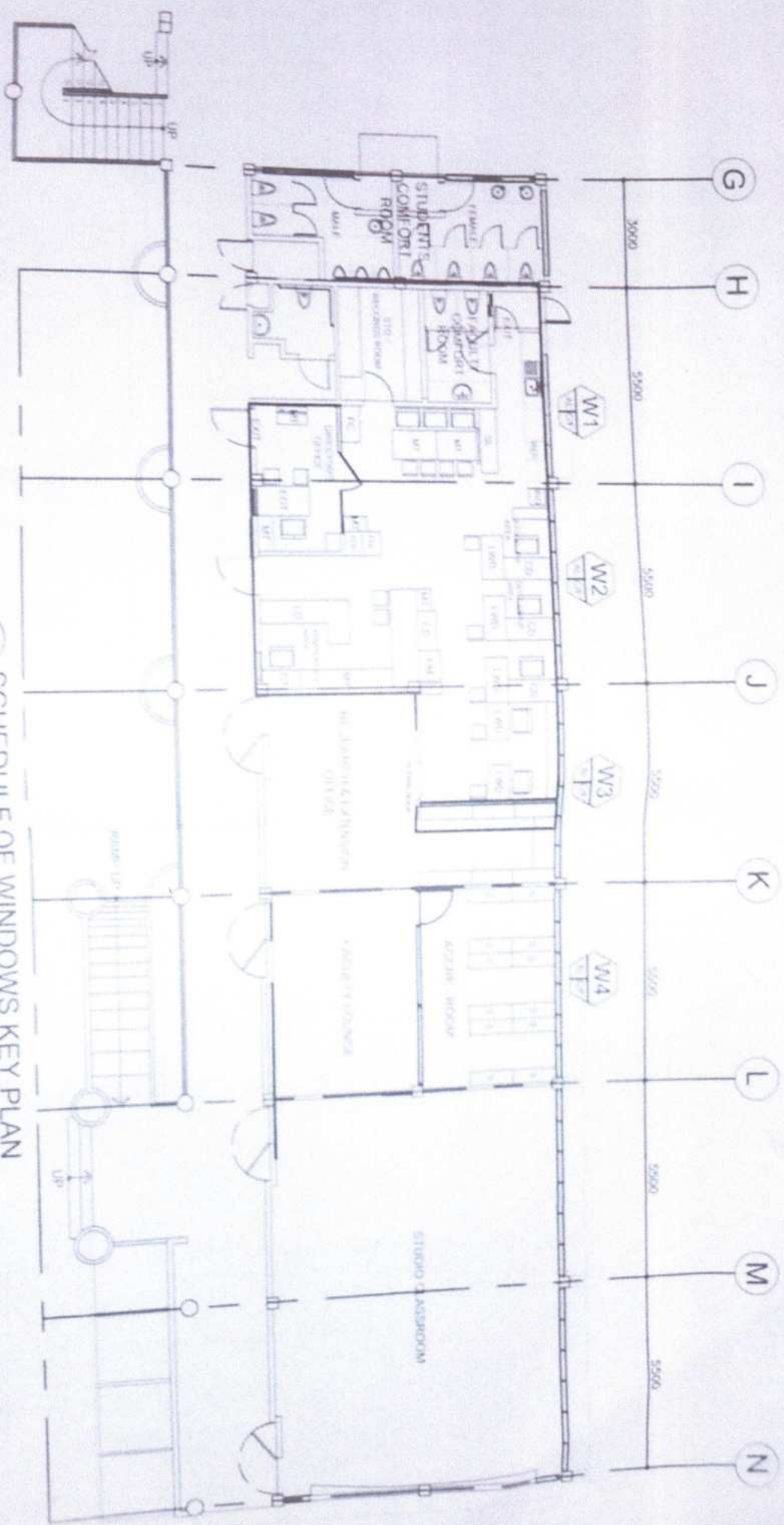

AR. ADRIAN J. GRAGEDA
Head, Planning and Design Section

Recommending Approval:


ENGR. OLIVER E. ALIGAN
Director, PDMO

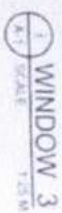
Approved by:


AR. MAUREEN M. SIA
OIC-Office of the Director, BUIDEA



1
A-1
SCALE
SCHEDULE OF WINDOWS KEY PLAN
1:125 M





WINDOW 4
1
A1 SCALE 1.25 M

ALUMINUM CASMENT WINDOW WITH GRILLS
FRAME ANALOK FINISH
GLASS 1/2 CLEAR
HARDWARE SET HEAVY DUTY
NO. OF UNITS - 1 UNIT