



# MARIANO MARCOS STATE UNIVERSITY

## Bids and Awards Committee

### INVITATION TO MAKE AN OFFER: Negotiated Procurement

21-016

**THE PROJECT:** Provision of Glass and Aluminum Partitions at ITC and Server Room, Flexible Learning Hub

**Number of Working Days:** 10 calendar days  
**ABC:** P196,280.44

1. The Mariano Marcos State University (MMSU), with offices at Quiling Sur, City of Batac, Ilocos Norte, invites the public to make an offer to furnish all labor, materials, tools and equipment necessary and proper for the implementation of the above Project as per approved designs, plans and drawings.
2. This process is in accordance with Section 53 of R.A. 9184, the Government Procurement reform Act and Section 53.9 of the Implementing Rules and Regulations where interested and qualified contractors are to submit proposals.
4. The offer must be in writing submitted at the address below on or before **October 20, 2021, 2:00 PM** together with the following documents:
  - a) The amount of the offer in writing duly signed by the person making the offer, indicated in numbers and figures.
  - b) The particulars of the offer as to labor, materials, tools, equipment and other work details.
  - c) Documents in support of the legal, technical and financial capability of the person making the offer, which documents shall be confirmed and verified (3 copies).
5. It is understood that any offer may be accepted or rejected, or the process invalidated, at any time prior to contract award, without liability to anyone.
6. Documents for this procurement may be secured from the MMSU BAC Secretariat at the address below or downloaded from the MMSU website or from the Philippine Government Electronic Procurement System (PhilGEPS) website.
7. For questions and inquiries, please write or email the University President, thru the BAC Chair, at the address indicated below.

**Mariano Marcos State University**  
Quiling Sur, City of Batac

[www.mmsu.edu.ph](http://www.mmsu.edu.ph)

October 15, 2021

**NATHANIEL R. ALIBUYOG**  
BAC CHAIR

Received: \_\_\_\_\_ Received: \_\_\_\_\_ Received: \_\_\_\_\_

**Rm105 FEM Hall, MMSU, #16S Quiling Sur, City of Batac, Ilocos Norte**  
✉ [bac@mmsu.edu.ph](mailto:bac@mmsu.edu.ph) ☎ (077) 600-0459 [www.mmsu.edu.ph](http://www.mmsu.edu.ph)



**STARS**  
RATING SYSTEM



**PROJECT INFORMATION DOCUMENT**

**Project Title :** Provision of Glass and Aluminum Partitions at ITC and Server Room, Flexible Learning Hub  
**Project Location :** 2<sup>nd</sup> Flr. Main Library, MMSU-Batac City, Ilocos Norte

---

The project calls for the furnishing of all materials, labor, tools and equipment needed for the Provision of Glass and Aluminum Partitions at ITC and Server Room, Flexible Learning Hub, 2<sup>nd</sup> Flr. Main Library, MMSU- Batac City, Ilocos Norte. The project shall be executed in strict conformity with the designs, plans, drawing s and other details, as well as the Specifications, this Project Information Document and other related contract documents prepared and approved for this project.

It also calls for the employment of manpower with the appropriate skills and expertise to undertake the specific items of work and to enable the contractor to produce and deliver to the satisfaction of the owner the needed services and output required of this undertaking. In addition, the Contractor shall have adequate and readily available construction tools and equipment to be utilized during the construction activities of the project. It is also necessary that the **Contractor shall have regularly at the site a qualified Project Engineer to administer strictly the implementation of the project, including maintaining a logbook of construction activities, as well as receiving authorized University Officials and Inspectors.**

---

**General Instructions**

Specifically, the project covers the Provision of Glass and Aluminum Partitions at ITC and Server Room, Flexible Learning Second Floor, CRL Bldg.. The Bidder/Contractor is advised to check the area where aluminum and glass partitions and glass are to be provided, prior to preparation of estimates. The Contractor shall ensure that the construction activities shall not interfere, obstruct and disturb any on-going operation of the other areas and facilities in the ITC and Server Room and the adjoining areas, hence, the Contractor shall construct a temporary enclosure if needed to enclose and isolate the working area from the other spaces and facilities in the area. In addition, the Contractor shall be required to provide its own water(if necessary) and coordinate properly with the Owner the needed power supply system in the proper execution of the various works for the duration of the contract.

The prospective bidders shall submit a bid proposal for the abovementioned project with the following scope of works:

1. ***Roughing in Works.***  
This include clearing, removal of existing materials and cleaning of the affected area/s prior and after the project is completed, including necessary safety program for the project;
2. ***Glass and Aluminum Partitions***  
This item shall consist of furnishing all the materials, hardware, tools, labor and services necessary for the fabrication, delivery and installation of analok aluminum partitions and clear glass with frosted sticker at the Server area of the required type and size as shown in the

Schedule of Doors and Partitions, in the Specifications and Bill of Quantities and as approved for this project. The Contractor shall install the partitions in such a way that aluminium with glass partitions are properly mounted on the existing aluminium and glass partitions. The Contractor is advised to show sample of all materials to be installed for approval prior to purchase and fabrication.

**3. Glass partitions at Lattice Area**

This item includes provision of 1/4" thick clear glass on the existing wood latticed partition on the upper level of entrance wall to the ITC area. The Contractor shall install the glass panels, properly fixed on the existing latticed wall, with necessary accessories/sealant for proper mounting and sealing.

**Supplementary Provisions**

All items or scope of works not mentioned in this document but shown and/or indicated in the plans, drawings and specifications, except where it is specifically mentioned as" to be provided by others", the Contractor shall likewise furnish all materials, labor and equipment necessary to complete the same.

In case that a conflict arises in the specifications and quality of materials, installation procedure and in the plans and drawings as well as in the other contract documents before and during the implementation stage., the same should be referred to the end-user, for proper resolution of the said conflict.

After all the work have been completed, the surrounding immediate areas affected in the execution of the project shall be cleaned and cleared of all excess materials and debris, temporary structures and facilities and utilities used during the construction period. All spillage and scattered materials caused by the activities undertaken in the area, as well as markings and signage shall likewise be removed to the full satisfaction of the Owner.

A. TIME is a very important factor in the implementation of the project and such, all works indicated in the plans, specifications and in the document shall be fully completed within **Ten (10) Calendar Days** from receipt of the Notice to Proceed.

B. The Approved Budget for the Project to be Bid is **One Hundred Ninety Six Thousand Two Hundred Eighty Pesos and Forty Four Centavos( P 196,280.44)**

Prepared By;

  
**AIDA V. CABANG**  
Architect, PPDO

Checked By:

  
**ROMEO B. BULLDULAO**  
Director, PPDO

Republic of the Philippines  
MARIANO MARCOS STATE UNIVERSITY  
City of Batac, Ilocos Norte

**SPECIFICATIONS**

**Project Title :** Provision of Glass and Aluminum Partitions at ITC and Server Room, Flexible Learning Hub

**Project Location :** 2<sup>nd</sup> Flr. Main Library Bldg. MMSU-Batac City, Ilocos Norte

Item No.	Description
I.	<p><u><b>Roughing Works</b></u></p> <p>Cleaning and Clearing Health and Safety Requirements Temporary Security and Enclosure</p>
II.	<p><u><b>Glass and Aluminum Partitions</b></u></p> <p><b>a. Glass Partition C</b> 6 mm. thk. clear fixed glass on analog aluminium frame, with frosted sticker</p> <p><b>b. Glass Partition D</b> 6 mm. thk. clear fixed glass on analog aluminium frame, with frosted sticker</p> <p><b>c. Glass Partition B</b> 6 mm. thk. clear fixed glass on analog aluminium frame, with frosted sticker</p>
III.	<p><u><b>Glass partitions at Lattice Area</b></u></p> <p>6 mm. thk. clear fixed glass properly mounted and fixed at the existing lattice wall</p>

Prepared By,

  
**AIDA V. CABANG**  
Architect, PPDO

Recommend Approval:

  
**ROMEO R. DULDALO**  
Director, PPDO

Republic of the Philippines  
MARIANO MARCOS STATE UNIVERSITY  
City of Batac, Ilocos Norte

**BILL OF QUANTITIES**

**Project Title :** Provision of Aluminum and Glass Doors and Partitions at ITC and Server Room, Flexible Learning Hub


**Project Location :** 2<sup>nd</sup> Flr. Main Library Bldg. MMSU-Batac City, Ilocos Norte

Item No.	Description	Quantity	Unit
1.0	<u>Roughing Works</u>		
	Occupational Safety and Health Program	1	lot
	Mobilization and Demobilization		
	Photodocumentation		
2.0	<u>Glass and Aluminum Partitions/ Partitions above existing alum. Partitions at ITC and Server Rooms</u>		
	a. Glass Partition C- 6 mm. thk. clear fixed glass on analok aluminium frame, with frosted sticker	17.21	sq. m.
	b. Glass Partition D 6 mm. thk. clear fixed glass on analok aluminium frame, with frosted sticker	17.21	sq. m.
	c. Glass Partition B 6 mm. thk. clear fixed glass on analok aluminium frame, with frosted sticker	7.71	sq. m.
3.0	<u>Glass Partitions at Lattice Area</u>		
	6 mm thk clear fixed glass	27.26	sq. m.

Prepared By:

  
**AIDA V. CABANG**  
Architect, PPDO

Recommend Approval:

  
**ROMEO R. DULULAO**  
Director, PPDO



**INDIVIDUAL PROGRAM OF WORK**

Name/Location of Project: **Provision of Glass and Aluminum Partitions at ITC and Server Room, Flexible Learning Hub, 2nd Floor Main Library, MMSU, Batac City, Ilocos Norte**

Appropriations: Source of Fund Issued Obligated Authority: Released: Working Days to Complete: 10 calendar days  
 Desirable Starting Date:

Project Category: <b>INSTITUTIONAL BUILDING</b>		Vertical Construction
Project Description:		
Minimum Equipment Requirement	No.	Technical Personnel Required
Minor Tools	1.0	Aluminum Installers Skilled Laborers

ESTIMATED COST OF PROPOSED WORKS								
Item No.	Description	% of Total	Unit	Quantity	Direct Cost	Indirect Cost	Adjusted Cost	Total Cost
I.	Roughing In Works		lot	-	-	-	-	-
II.	Glass and Aluminum Partitions		lot	-	-	-	-	-
III.	Glass Partitions at Lattice Area		lot	-	-	-	-	-
Total								

BREAKDOWN OF ESTIMATED EXPENDITURES	% OF TOTAL	AMOUNT
<b>I. ESTIMATED DIRECT COST</b> <b>A. DIRECT COST</b> 1. Materials 1.1. Supply Delivery 2. Labor (Including Fringe Benefits) 3. Equipment Expenses 3.1. Rentals 3.2. Mobilization/Demobilization, (1% of A1 - A3) <b>B. INDIRECT COST</b> 1. Overhead, Contingencies and Miscellaneous (12% of A1 - A3) 2. Contractors Profit, (8% of A) 3. VAT, (9% of A1 - A3)		
<b>Sub-Total (By Contract)</b>		<b>0.00</b>
<b>II. ESTIMATED GOVERNMENT EXPENDITURES</b> <b>A. Engineering and Administrative Overhead</b> 1 to 1.5% of the Appropriation of the Project <b>B. Quality Control</b> <b>C. Road Right of Way/Acquisition</b> <b>D. Preliminary Detailed Engineering</b>	0	
<b>Sub-Total</b>		0
<b>III. CONTINGENCIES AND PROJECT REVERSES</b> <b>A. Physical Contingency</b> <b>B. Price Escalation</b>		
<b>Sub-Total</b>	0	
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>0.00%</b>	<b>0.00</b>
Prepared by:  Reviewed / Checked by:  Recommendation Approval:  Funds Available:	Conformed:   <b>APPROVED:</b>	

Item No.	I.	Quantity:	1
Description:	<b>Roughing In Works</b>	Unit:	lot

	Description	Quantity	Unit	Unit Price	Sub-Total
<b>MATERIALS COST</b>					
	Total Materials Cost			Sub-Total	-
				Unit Cost	
<b>EQUIPMENT COST</b>					
	Total Equipment Cost			Sub-Total	-
				Unit Cost	
<b>LABOR COST</b>					
	Description	Quantity	Unit	Unit Price	Sub-Total
	Clearing and Cleaning the area Skilled Laborers		days		-
	Total Labor Cost			Sub-Total	-
				Unit Cost	

DIRECT COST: -  
DIRECT UNIT COST: -

Plus Indirect Cost:  
OCM -  
CP -  
VAT -

Indirect Unit Cost: -

**Total Direct and Indirect Cost:** -



Item No.:	II.	Quantity:	1
Description:	Glass and Aluminum Partitions	Unit:	lot

	Description	Quantity	Unit	Unit Price	Sub-Total	
<b>MATERIAL COST</b>	<b>PARTITIONS above EXISTING ALUMINUM PARTITIONS at ITC and SERVER ROOMS</b>					
	<b>a. Glass Partition C</b>					
		12.75 m. x 1.35 m. - 6 mm. thk. Clear Fixed Glass on Analok Aluminum Frame, with frosted sticker(17.21 sq.m.)		set		-
	<b>b. Glass Partition D</b>					
		12.75 m. x 1.35 m. - 6 mm. thk. Clear Fixed Glass on Analok Aluminum Frame, with frosted sticker(17.21 sq.m.)		set		-
	<b>c. Glass Partition B</b>					
		5.71 m. x 1.35 m. - 6 mm. thk. Clear Fixed Glass on Analok Aluminum Frame, with frosted sticker(7.71 sq.m.,)		set		-
	<b>Includes Materials, Fabrication, Delivery and Installation</b>					
	Note:					
	Total Materials Cost			Sub-Total	-	
				Unit Cost		
<b>EQUIPMENT COST</b>	Description	Quantity	Unit	Unit Price	Sub-Total	
	Total Equipment Cost			Sub-Total	-	
				Unit Cost		
	Description	Quantity	Unit	Unit Price	Sub-Total	
<b>LABOR COST</b>						
	Total Labor Cost			Sub-Total	-	
				Unit Cost		

DIRECT COST: -  
DIRECT UNIT COST: -

Plus Indirect Cost:  
OCM -  
CP -  
VAT -  
Indirect Unit Cost: -

**Total Direct and Indirect Cost: -**

Item No.: III.	Quantity: 1
Description: Glass Partitions at Lattice Area	Unit: lot

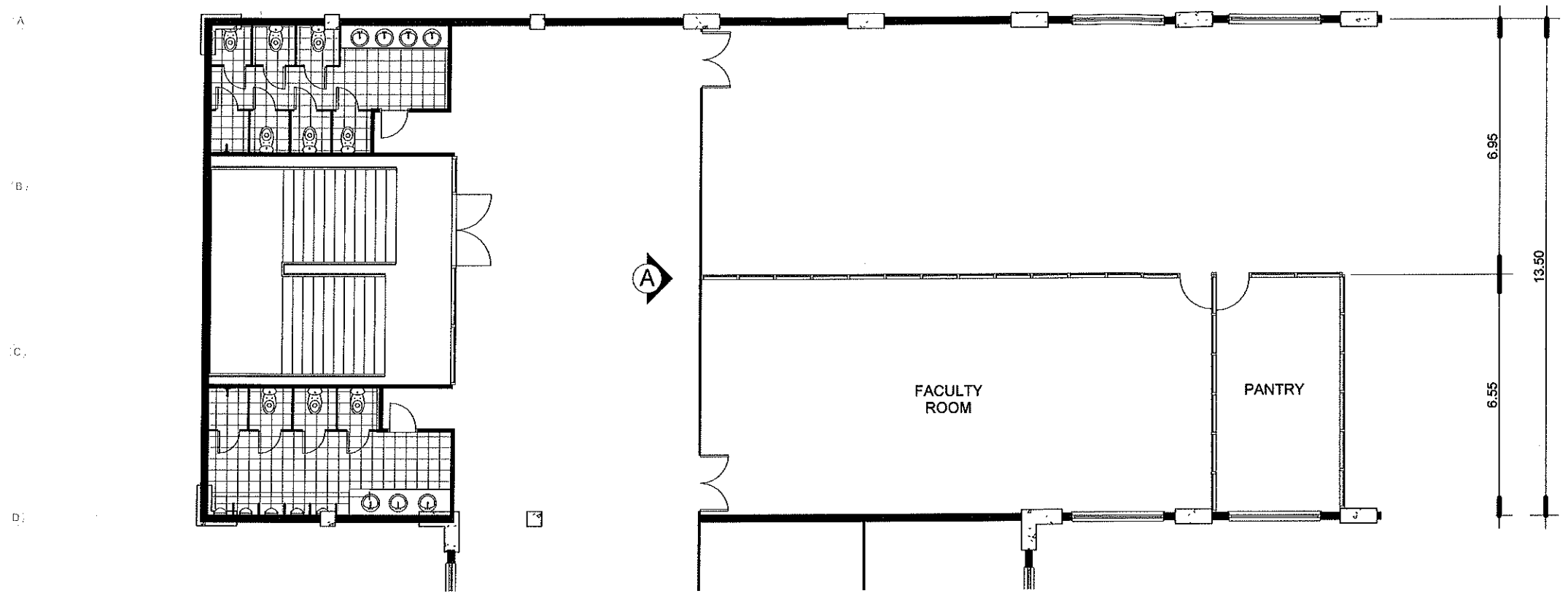
Description	Quantity	Unit	Unit Price	Sub-Total
2.00 m. x 1.13 m. - 6 mm. thk. Clear Glass (2.26 sq.m each)		sets		-
1.75 m. x 1.13 m. - 6 mm. thk. Clear Glass(1.98 sq.m each)		sets		-
1.00 m. x 0.60 m. - 6 mm. thk. Clear Glass( 0.60 sq.m each)		sets		-
<b>Include Materials, Delivery and Installation . Supplier to check exact dimension of latticed window where glass will be installed</b>				
Total Materials Cost			Sub-Total Unit Cost	-
			Unit Price	Sub-Total
Total Equipment Cost			Sub-Total Unit Cost	-
			Unit Price	Sub-Total
Total Labor Cost			Sub-Total Unit Cost	-
			Unit Price	Sub-Total

DIRECT COST: -  
DIRECT UNIT COST: -

Plus Indirect Cost:  
OCM -  
CP -  
VAT -  
Indirect Unit Cost: -



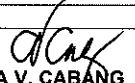

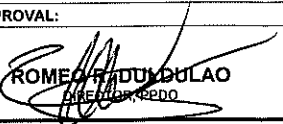
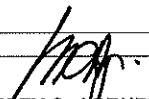
**Total Direct and Indirect Cost:** -

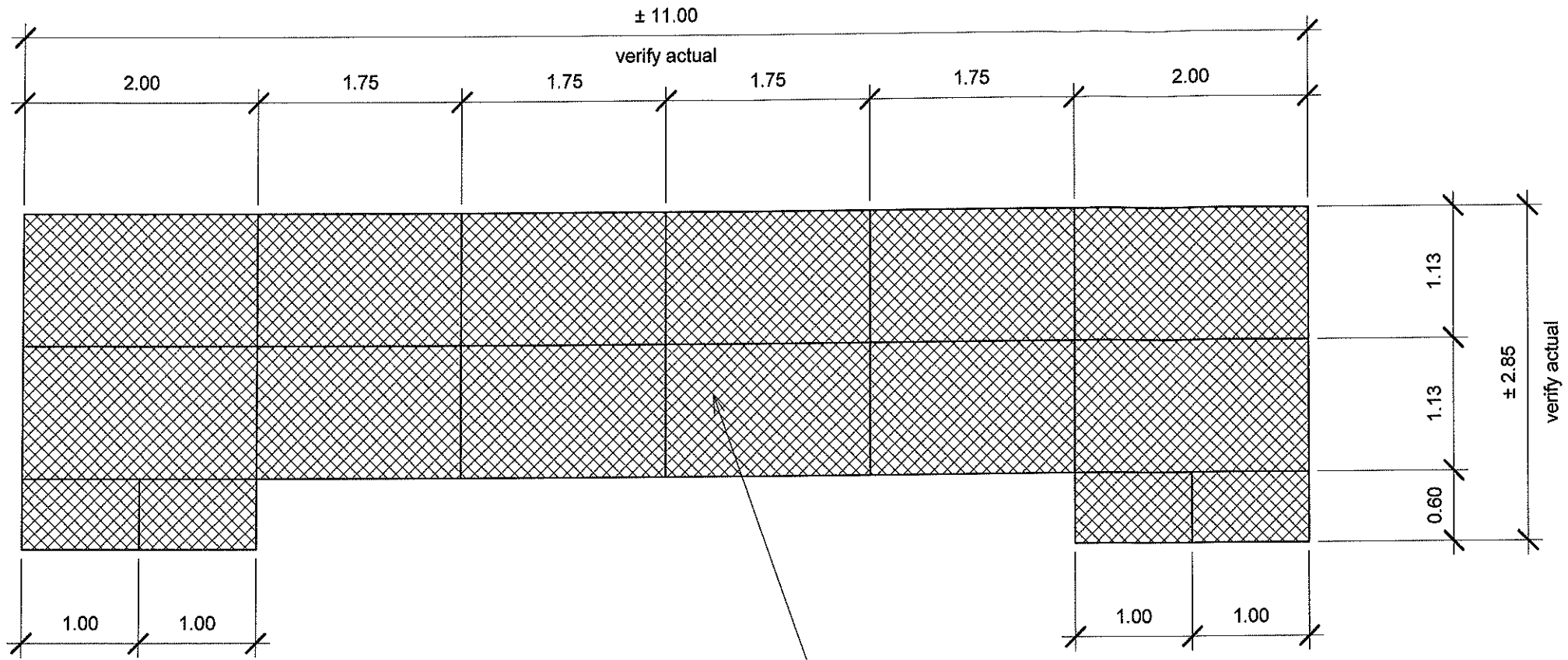
19 20 21 22 23 24 25 26 27



1 PARTIAL FLOOR PLAN OF MAIN LIBRARY  
1 : 150 MTS





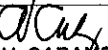
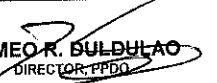

NOTE: PROVISION OF GLASS WALLS / PARTITIONS ONLY. CONTRACTOR TO CHECK ACTUAL PRIOR TO COSTING / ESTIMATES.

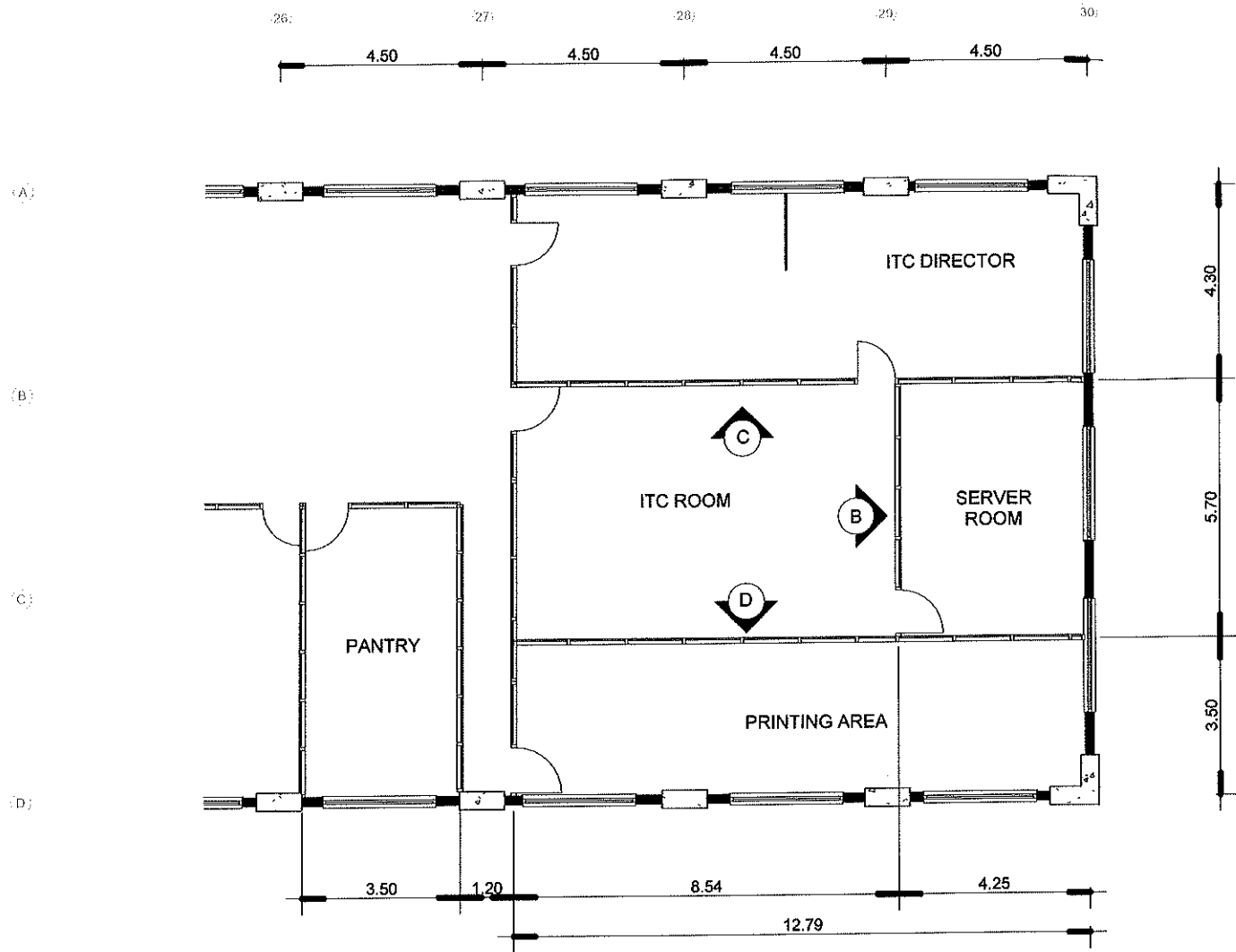
	DRAWN BY: <b>BJAY A. DAYANG</b> DRAFTSMAN I	PROJECT TITLE: <b>PROVISION OF GLASS AND ALUMINUM PARTITIONS AT ITC AND SERVER ROOM</b>	CONFORME:  <b>SATURNINA R. NISPEROS</b> DIRECTOR, INFORMATION TECHNOLOGY CENTER	SHEET CONTENT: PARTIAL FLOOR PLAN OF MAIN LIBRARY	SHEET NO:
	PREPARED BY:  <b>AIDA V. CABANG</b> ARCHITECT IV		CHECKED/REVIEWED BY:  <b>AIDA V. CABANG</b> CHIEF - PHYSICAL PLANNING SECTION	RECOMMENDING APPROVAL:  <b>ROMEO T. DULULAO</b> DIRECTOR, ITC	APPROVED BY:  <b>SHIRLEY C. AGRUPIS</b> UNIVERSITY PRESIDENT









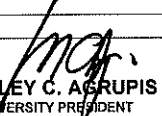
1/4" THK. CLEAR GLASS TO BE PLACED ON LATTICED WALL

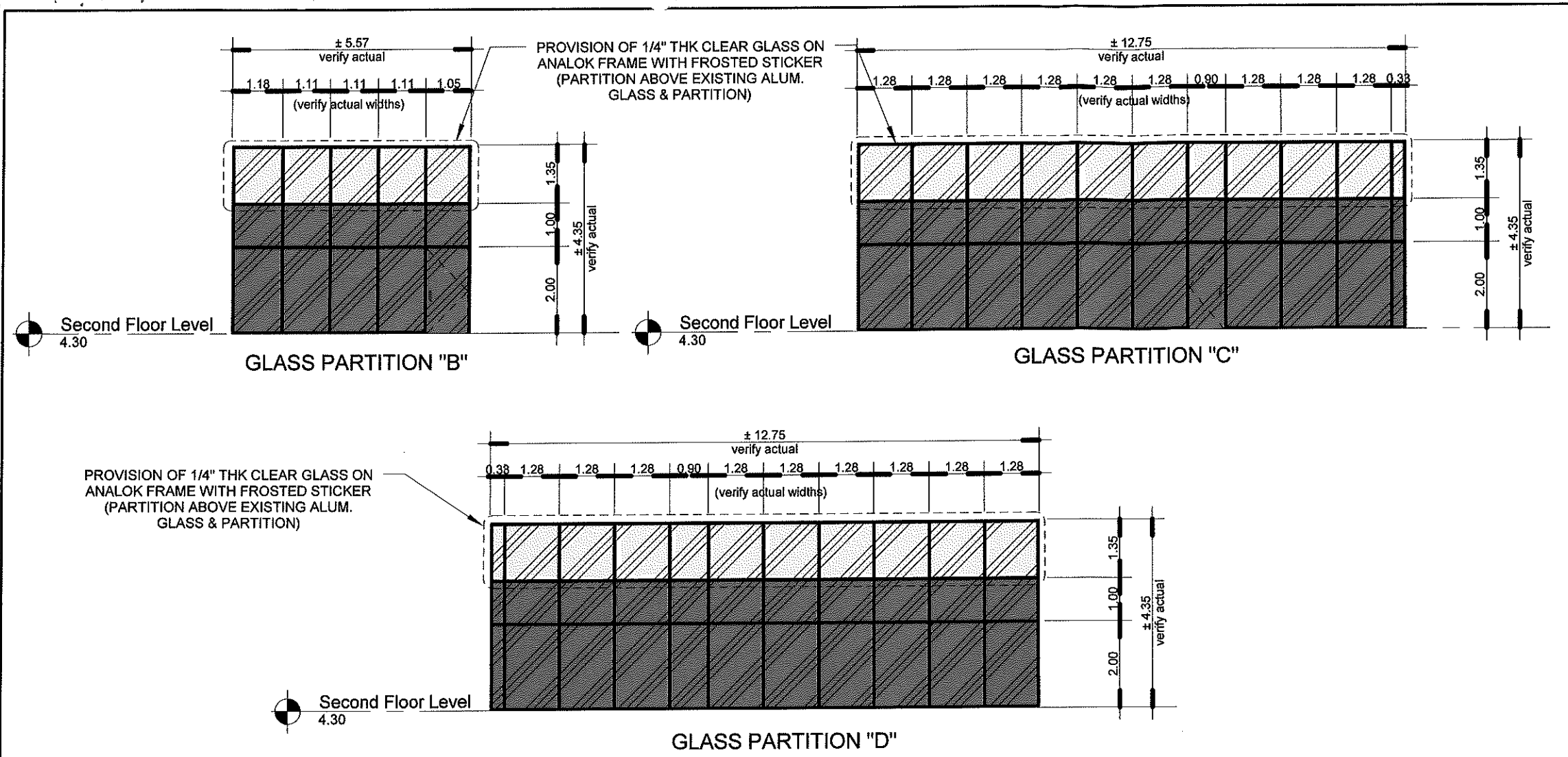
CLEAR GLASS ON LATTICED "A"

	<b>DRAWN BY:</b>  <b>BJAY DAYANG</b> DRAFTSMAN I	<b>PROJECT TITLE:</b> <b>PROVISION OF GLASS AND ALUMINUM PARTITIONS AT ITC AND SERVER ROOM</b>	<b>CONFORME:</b>  <b>SATURNINA E. NISPEROS</b> DIRECTOR, INFORMATION TECHNOLOGY CENTER	<b>SHEET CONTENT:</b> CLEAR GLASS ON LATTICE	<b>SHEET NO.:</b>
	<b>PREPARED BY:</b>  <b>AIDA V. CABANG</b> ARCHITECT IV	<b>CHECKED/REVIEWED BY:</b>  <b>AIDA V. CABANG</b> CHIEF - PHYSICAL PLANNING SECTION	<b>RECOMMENDING APPROVAL:</b>  <b>ROMEO R. BULDULAO</b> DIRECTOR, PPDO	<b>APPROVED BY:</b>  <b>SHIRLEY C. AGRUPIS</b> UNIVERSITY PRESIDENT	



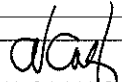
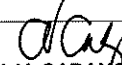
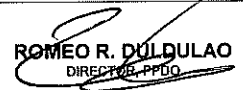
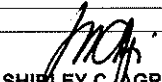


① PARTIAL FLOOR PLAN OF MAIN LIBRARY  
1 : 150 MTS

	<b>DRAWN BY:</b>  <b>BJAY DAYANG</b> DRAFTER I	<b>PROJECT TITLE:</b> <b>PROVISION OF GLASS AND ALUMINUM PARTITIONS AT ITC AND SERVER ROOM</b>	<b>CONFORME:</b>  <b>SATURNINA NISPEROS</b> DIRECTOR, INFORMATION TECHNOLOGY CENTER	<b>SHEET CONTENT:</b> PARTIAL FLOOR PLAN OF MAIN LIBRARY	<b>SHEET NO.:</b>
	<b>PREPARED BY:</b>  <b>AIDA V. CABANG</b> ARCHITECT IV	<b>CHECKED/REVIEWED BY:</b>  <b>AIDA V. CABANG</b> CHIEF - PHYSICAL PLANNING SECTION	<b>RECOMMENDING APPROVAL:</b>  <b>ROMEO R. DULBHALAO</b> DIRECTOR, PPDG	<b>APPROVED BY:</b>  <b>SHIRLEY C. AGRUPIS</b> UNIVERSITY PRESIDENT	



① **GLASS PARTITION DETAILS**  
1 : 120 MTS

	<b>DRAWN BY:</b>  <b>BJAY DAYANG</b> DRAFTSMAN I	<b>PROJECT TITLE:</b> <b>PROVISION OF GLASS AND ALUMINUM PARTITIONS AT ITC AND SERVER ROOM</b>	<b>CONFORME:</b> <b>SATURNINA F. NISPEROS</b> DIRECTOR, INFORMATION TECHNOLOGY CENTER	<b>SHEET CONTENT:</b> GLASS PARTITION DETAILS	<b>SHEET NO.:</b>
	<b>PREPARED BY:</b>  <b>AIDA V. CABANG</b> ARCHITECT IV	<b>CHECKED/REVIEWED BY:</b>  <b>AIDA V. CABANG</b> CHIEF - PHYSICAL PLANNING SECTION	<b>RECOMMENDING APPROVAL:</b>  <b>ROMEO R. DULDULAO</b> DIRECTOR, PPDO	<b>APPROVED BY:</b>  <b>SHIRLEY C. AGRUPIS</b> UNIVERSITY PRESIDENT	