



PEOPLE'S TELEVISION
PARA SA BAYAN

People's Television Network, Inc.
Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1100
Telephone No. 3453-1097/www.ptni.gov.ph

REQUEST FOR QUOTATION

SVP No. 2021 – 0017

08 July 2021

The People's Television Network, Inc. (PTNI), through its Bids and Awards Committee (BAC), invites interested bidders for the Small Value Procurement of **Supply and Delivery of Seven Hundred (700) pcs. Polo Shirts (PTNI 29th Year Founding Anniversary)**. The details of the project are as follows:

A .Name of the Project	Supply and Delivery of Seven Hundred (700) pcs. Polo Shirts (PTNI 29th Year Founding Anniversary)
B Source of Fund:	General Fund
C. Approved Budget for the Contract (ABC):	Six Hundred Thousand Pesos Only (Php600,000.00)
D. Mode of Procurement:	Procurement will be conducted in accordance with Sec.53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act 9184, otherwise known as "The Government Procurement Reform Act"
E. Documentary Requirements:	Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal: <ol style="list-style-type: none">1. Mayor's/Business Permit (YR 2021)2. PhilGEPS Registration Number3. Income/Business Tax Return (YR 2020)4. Omnibus Sworn Statement *only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

Only Sealed bids/ or E-mail quotations from the eligible bidders will be opened and a contract will only be awarded to the Lowest Calculated and Responsive Bidder who was determined as such during post qualification. **Payment:** within 30 calendar days after completion and acceptance.

Price Validity: All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

Deliver: Delivery is in three (3) batches in specified quantities, with the first batch of 200 for delivery seven (7) calendar days upon receipt of Notice to Proceed but not later than 24 June 2021; second batch of 200 for delivery seven (7) calendar days after delivery of first batch; and third batch of 300 for delivery seven (7) calendar days after delivery of second batch.

F. Description:

Supply and Delivery of Seven Hundred (700) pcs. Polo Shirts (PTNI 29th Year Founding Anniversary)

*Please see attached for the T.O.R. (Terms of Reference)

*Kindly read requirements thoroughly.

*All eligibility documents and price quotation must be present during opening of bids.

Bids received in excess of the ABC shall be automatically rejected at the opening of quotations.

Sealed or E-mail quotations may be submitted on or before 10:00am, 19 July 2021, at the Purchasing Office, Broadcast Complex, Visayas Avenue, Diliman, Quezon City or thru Email add: purchasingdept2018@yahoo.com, respectively.

The PTNI reserves the right to accept or reject any bid to annul the bidding process and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.



MARIE THERESE D. NICOLAS
Chairperson, BAC II-SVP

TERMS OF REFERENCE


Supply and Delivery of 29TH YEAR FUNDING ANNIVERSARY OF PEOPLE'S TELEVISION NETWORK, INC. (PTNI)

1. Rationale

The People's Television Network, Inc has celebrated its Founding Anniversary last 11 April 2021.

In view of this celebration and to show appreciation to all our employees, the PTNI intends to procure Polo Shirts with official logo to be given to all network employees under the following terms and conditions.

Specifications

Quantity	Seven Hundred (700) pcs POLO SHIRT of various sizes			
Sizes		Length	Width	Sleeve
	XS	26"	34"	6"
	S	27"	38"	6"
	M	28"	40"	7"
	L	29"	42"	8"
	XL	30"	44"	9"
	XXL	31"	46"	10"
	XXXL	31"	56"	10"
Demographics	XS – 25 S – 108 M – 155 L – 207 XL – 134 XXL – 52 XXXL – 19			
Fabric Materials	Custom Design Collared Polo Shirt Honey Comb Polyester Cotton			
Fabric Color	Blue, White, Red (Tri-Color) with Logo of PTNI (2.5H x 3.5 W inches)			
Print/ Design	Embroidered PTNI logo 			

Other Requirements

- 1) Presentation of ALL eligibility documents listed in the Request for Quotation upon submission of quotation.

- 2) Presentation of photos with descriptions of previous procurement projects on supply and production of collared shirts and similar works upon submission of quotation.
- 3) A sample of a t-shirt made from the same type of fabric to be used must be presented during evaluation.

II. Approved Budget for the Contract

The approved budget for the contract is Six Hundred Thousand Pesos (Php 600,000.00) including government taxes and all other charges.

III. Mode Procurement

The procurement for the Supply and Delivery of Polo-Shirts shall be in accordance with Rule XVI, Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 or the "Government Procurement Act."

IV. Schedule of Delivery

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to PTNI.

Item No.	Quantity	Description	Delivery Period
200	pcs.	FIRST BATCH -Men's and Women's sizes: XS, S, M, L, XL, XXL, XXXL -Custom designed collared polo shirt (see design attached) -Honey comb polyester cotton -Front logo embroidery (2.5 inches h x 3 inches w)	Seven (7) calendar days upon issuance of Notice to Proceed but not later than 24 July 2021
200	pcs.	SECOND BATCH -Men's and Women's sizes: XS, S, M, L, XL, XXL, XXXL -Custom designed collared polo shirt (see design attached) -Honey comb polyester cotton -Front logo embroidery (2.5 inches h x 3 inches w)	Seven (7) calendar days from delivery of first batch
200	pcs.	THIRD BATCH -Men's and Women's sizes: XS, S, M, L, XL, XXL, XXXL -Custom designed collared polo shirt (see design attached) -Honey comb polyester cotton -Front logo embroidery (2.5 inches h x 3 inches w)	Seven (7) calendar days from delivery of second batch

V. Payment Scheme

Payment shall be made **thirty** (30) days after full delivery of polo shirts and presentation of the required Billing Statement, issuance by the end-user of Certificate of Acceptance and Completion subject to the usual government accounting and auditing rules and regulations.


VI. Compliance to Specifications/Provisions

All interested/prospective bidders must submit all eligibility documents and photos of previous works with description upon submission of quotation. During evaluation, bidders will be required to present a sample of a t-shirt using the same fabric/material that will be used in the project.

PTV reserves the right to reject t-shirts that will be delivered that do not conform with the specifications set or if found to be damaged during inspection. The rejected items shall immediately be replaced by the winning supplier.


LUCILLE ANNE Y. TARINAY
Executive Assistant IV

Approved by :


Katherine Chloe S. De Castro
Network General Manager