



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 – 0037

23 November 2021

The People's Television Network, Inc. (PTNI), through its Bids and Awards Committee (BAC), invites interested bidders for the Small Value Procurement of **One (1) Lot Office and Stockroom Improvement of Property Section of the People's Television Network, Inc.** The details of the project are as follows:

A. Name of the Project	One (1) Lot Office and Stockroom Improvement of Property Section of the People's Television Network, Inc.
B. Source of Fund:	MOOE 2021
C. Approved Budget for the Contract (ABC):	Nine Hundred Four Thousand Eight Hundred Ten Pesos Only (Php904,810.00)
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 (2021)2. PhilGEPS Registration Number3. Income/Business Tax Return (2020)4. Omnibus Sworn Statement (duly notarized) *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: Within forty-five (45) calendar days from receipt of Notice to Proceed.

F. Description:

One (1) Lot Office and Stockroom Improvement of Property Section of the People's Television Network, Inc.

*Please see attached for the S.O.W. (Scope of Works)

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, 03 December 2021, at the Purchasing Office, Broadcast Complex, Visayas Avenue, Diliman, Quezon City or thru Email add: purchasingsection@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

SCOPE OF WORKS (SOW)

- I. **PROJECT NAME:** OFFICE AND STOCKROOM IMPROVEMENT OF PROPERTY SECTION
- II. **CONTRACT PRICE:** Nine Hundred Four Thousand Eight Hundred Ten Pesos (Php 904,810.00)
- III. **DELIVERY PERIOD:** 45 days after the Issuance of Notice to Proceed.

1. Description of Services

The People's Television Network Incorporated has a requirement to renovate the office of Property section. The works shall be done as per scope of work, specifications and General contract conditions. This project requires an experienced registered contractor to execute the job. The Contractor shall provide all labor, material tools, equipment, supervision and other related items required to complete the project as per scope of work and specifications.

Contractor may visit the site, verify the existing site conditions to develop their proposal.

2. Summary of the Major Tasks

Renovation of second floor COA building of the People's Television Network.

- 1. Demolition of existing interior wall
- 2. Removal of existing ceiling and installation of new ceiling
- 3. Painting of interior walls and ceiling
- 4. Installation of plumbing fixtures like (3) water closet, (3) wall mounted lavatory, (1) urinal and other necessary plumbing fittings
- 5. Installation of Granite Kitchen countertop with splashboard
- 6. Installation of electrical wirings and electrical fixtures
- 7. Provision of Telephone/Data Lan cable
- 8. Painting of interior walls and ceilings
- 9. Supply and Delivery of 10 sets of Office Furnitures
- 10. Installation of Solid Door
- 11. Restoration Works

3. Mobilization/Demobilization

The contractor shall have the sole responsibility of bringing the manpower and equipment/tools to the job site needed in the efficient and satisfactory performance of the subject project. Likewise, it shall be responsibility of the contractor to move out his men and equipment/tools upon completion of the project.

4. Removal Works

The Contractor shall remove the existing ceiling, interior dry wall and existing plumbing fixtures. Removed plumbing fixtures shall be properly hauled in a designated area.

5. Ceiling Works

This item of works shall include furnishing, fabrication and installation of hardiflex ficem board ceiling.

6. Painting Works

The work covered by this section consists of all labor, equipment, tools and materials in performing all operations in connection with painting and finishing.

7. Architectural Works

Architectural design and finishes shall conform but not limited to the following:

- 7.1 Main Entrance Door: 1600mm wide double solid door
- 7.2 All windows shall be cleaned and refurbished.
- 7.3 All furniture shall be modern and functional. Office furniture shall be design and installed based on the minimum requirements of the office space.
- 7.4 All furniture shall be subject to approval of end user.
 - 7.4.1 Material Specification guidelines for office furniture:

Office/Clerical Chair

- Black polyurethane leather
- Soft Cushion Seat
- Adjustable Height
- Multi-position tilt lock
- Seat Load Capacity: 100kg
- Backrest Load Capacity: 100kg

Workstation

- Material for Table: MDF (Medium-density Fibreboard)
- Partition: with view glass
- 25mm thick Table Top
- Color: subject to approval of end-user

Window blinds

- Type: Sheer dual layer roller blinds
- Orientation: Horizontal
- Color: subject to approval of end-user
- Materials: 100% excellent polyester, good ventilation, anti-static, dust-proof, durable. Designed in a combination of sheer and solid fabric in horizontal stripes, by manually adjusting the density of indoor light, isolate the external line of sight to ensure indoor privacy.

8. Plumbing Works

This section consists of furnishing, installation of plumbing fixtures necessary to construct and complete the new pantry and renovation of comfort rooms.

Material specifications guidelines are the following:

Fixtures:

- a. Water closet shall be double flush valve type with bidet.
- b. Lavatory shall be under counter type.
- c. Kitchen sink shall be stainless and anti-bacterial type with granite counter top.
- d. Urinal shall be flush type.



9. Electrical Works

This includes but not limited to furnishing all materials, equipment tools, electrical plan, labor and all other services necessary to complete and make ready for the Electrical Power and Lighting System.

10. Electronics Works

This includes but not limited to provision of Telephone and data/Lan cable and other necessary fittings.

11. Restoration Works

The Contractor shall restore tiles due to provision of Telephone and data/Lan cable and installation of plumbing fixtures.

12. Cleaning Up

The Contractor shall upon completion of the work remove all surplus materials, scaffold, etc., and leave the place in perfect condition acceptable to the procuring entity.

13. Condition of Contract

i. General

This is a firm fixed price turnkey job for the entire work and amount quoted shall include all work described in attached drawing, scope of work and general condition of contract.

ii. Responsibilities of Contractor

Contractor shall be responsible for procuring, supplying, transporting, and providing all labor, materials, tools and equipment etc., required for completion of the work in all respects and as per the scope of the work. All expenses towards mobilization at site and demobilization including bringing in equipment, workforce and materials, clearing the site etc. shall be deemed to be included in the rates quoted by the contractor against various items of schedule of rates and no separate payment on such expenses shall be entertained.

Contractor shall employ and provide one full time engineer/foreman to supervise the project and has experienced of carrying out such type of work. The duration of the project shall not exceed 45 (Forty-Five) calendar days.



iii. Submittals

The bidder shall submit three (3) copies of the following reports and document, all in English, with a general format and content. These reports shall be submitted and to be included on their bid:

- i. The bidder shall submit Quantity Calculations: Complete calculations for every item of construction work specified in the Bill of Quantities.
- ii. The bidder shall submit Detailed Unit Price Analysis (DUPA): Showing sources of data and all calculations made in determining the unit price of each item of work, including profit factor, overhead, contractor's tax, etc.
- iii. The bidder shall submit their design proposal/sample/brochures of furniture.

14. Safety

Contractor is responsible and shall continue management and implementation of a safety and health program throughout construction. Contractor shall provide all Personal Protective Equipment for the workers as per the requirement of the site. Contractor will not leave the work site in an unsafe condition or any other condition that might cause injury to personnel, damage to existing work and property.

To avoid transmission of COVID-19, People's Television Network, Inc. will observe strict health protocols at all times and as we shift to the new normal work guidelines, we will adapt new measures on activities within the network. Upon entry to the network, every workers/employees entering the network premises shall:

- Observe physical distancing.
- Must have no COVID-19 symptoms.
- Must be 21 to 60 years-old, without pre-existing conditions, such as, but not limited to, immunodeficiency comorbidities, or other health risks.
- PTNI Health Checklist Form shall be fill out every day for the entire course of construction for easier contact tracing in the event of an outbreak.
- Wear face mask (at least 3-ply surgical mask, preferably N95 mask) at all times.
- Submit duly accomplished Health Declaration Forms and COVID-19 Negative RT-PCR Test Results 24 hours before the date of Entry.

15. Warranty

The contractor shall guarantee that all work performed will be free from all defects in workmanship and materials and that all installation will provide the capacities and characteristics specified. The contract further guarantees that if, during a period of one year from the date of the certificate of completion and acceptance of the work, any such defects will be repaired by the contractor at his own cost.

Recommending Approval:


EMMA ROSE CONSTANTINO
OIC, Property Division
End-user

Noted by:



MAILA E. MAMARIL
OIC, Administrative Division

Approved by:



KATHERINE CHLOE S. DE CASTRO
Network General Manager
People's Television Network, Inc.

