



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. 2022 – 0017

22 March 2022

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 Multicopy Paper**. The details of the project are as follows:

A. Name of the Project	Supply and Delivery of Multicopy Paper
B Source of Fund:	General Fund
C. Approved Budget for the Contract (ABC):	Three Hundred Ninety-Eight Thousand Fifty Pesos Only. (Php398,050.00)
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:	<p>Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:</p> <ol style="list-style-type: none"><li>1. Mayor's/Business Permit-(2022)</li><li>2. PhilGEPS Registration Number</li><li>3. Income/Business Tax Return (2020-stamped 2021)</li><li>4. Omnibus Sworn Statement (<b>duly notarized</b>)</li></ol> <p>*only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</p>

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.

**Delivery Period:** Within three (3) calendar days from receipt of Notice to Proceed.

F. Description:

Supply and Delivery of Multicopy Paper:

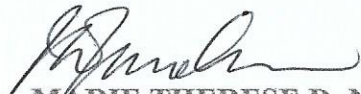
- Two hundred (200) reams LONG Multicopy Paper Subs. 20 – PINK
- Two hundred (200) reams LONG Multicopy Paper Subs. 20 – BLUE
- Two hundred (200) reams LONG Multicopy Paper Subs. 20 – YELLOW
- One hundred fifty (150) reams SHORT Multicopy Paper Subs. 20 – PINK
- One hundred fifty (150) reams SHORT Multicopy Paper Subs. 20 – BLUE
- One hundred fifty (150) reams SHORT Multicopy Paper Subs. 20 – YELLOW

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

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, 31 March 2022, at the Purchasing Office, Broadcast Complex, Visayas Avenue, Diliman, Quezon City or thru Email add: [purchasingsection@yahoo.com](mailto: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



## TERMS OF REFERENCE

### FOR THE SUPPLY and DELIVERY OF COLORED MULTICOPY PAPERS FOR DUPLICATION OF NETWORK FORMS

#### END USER:

ADMINISTRATIVE DIVISION

#### BRIEF DISCUSSION:

##### A. COLORED MULTICOPY PAPERS

1. To provide network forms for daily use of employees such as Trip Tickets, Purchase Request (PR) and Health Declaration forms.

#### APPROVED BUDGET FOR THE CONTRACT:

The ABC is **THREE HUNDRED NINETY-EIGHT THOUSAND FIFTY PESOS ONLY (Php398,050.00)**.

#### DELIVERY PERIOD:

Within 3 calendar days from receipt of Notice to Proceed

#### SPECIFICATIONS:

Legal – 500 sheets per ream, 216 x 330 mm  
Short – 500 sheets per ream, 216 x 250 mm

#### TERMS OF PAYMENT:

Within thirty (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.

**Interested parties are invited to submit quotations with the required documents to:**

**Ms. Melissa N. Galvez, SVP-BAC II Secretariat**  
3rd Floor Broadcast Complex Visayas Avenue, Diliman, Quezon City  
Contact details: 09175864993/ purchasingsection@yahoo.com