



PEOPLE'S TELEVISION
PARASAGAYAN

REQUEST FOR QUOTATION

SVP No. 2022 – 0040

07 December 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 Packed Meals for the Thanksgiving Get-Together of the Employees of the People's Television Network, Inc. (PTNI)**. The details of the project are as follows:

A. Name of the Project	Supply and Delivery of Packed Meals for the Thanksgiving Get-Together of the Employees of the People's Television Network, Inc. (PTNI)
B. Source of Fund:	Corporate Budget
C. Approved Budget for the Contract (ABC):	Two Hundred Forty-Five Thousand Pesos Only (Php245,000.00)
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 (2022)2. PhilGEPS Registration Number3. Income/Business Tax Return (2021)4. Omnibus Sworn Statement (duly signed); and if applicable: -Notarized Secretary's Certificate in case of corporation, partnership, or cooperative.	
<i>*only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</i>	

Only Sealed bids / 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: December 16, 2022 at 5:00 pm

F. Description:


Supply and Delivery of Seven Hundred (700) Packed Meals for the Thanksgiving Get-Together of the Employees of the People's Television Network, Inc. (PTNI)

- Main Dish (chicken, pork or beef)
- Plain rice
- 2 side dishes
- Pansit canton
- Dessert

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

Sealed quotations may be submitted on or before 10:00am, 12 December 2022, at the Purchasing Office, Broadcast Complex, Visayas Avenue, Diliman, Quezon City.

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

SUPPLY AND DELIVERY OF PACKED MEALS FOR THE YEAR END THANKSGIVING ACTIVITY FOR
THE EMPLOYEES OF THE PEOPLE'S TELEVISION NETWORK, INC.

TERMS OF REFERENCE

1. BACKGROUND

Despite the peculiar times, as a show of appreciation to the hard work and commitment of its employees, the management of the People's Television Network, Inc. will hold a year-end thanksgiving activity (annual appreciation party) undertaking.

Through the Efforts of the men and women of PTV, the government television network was able to provide prompt and accurate news and public information to the Filipino populace. The show of appreciation is especially important because of the risks faced by the network's employees to continue delivering information through Television and social media platforms

On December 16, 2022, management decided to distribute packed meals to its employees as a simple way of expressing its gratitude for their work. Hence, a catering services provider for packed meal for the diner of seven hundred (700) personnel is required. The plan is to hold hybrid online and face-to-face activities such as online mass and musical and other performances by employees.

II. REQUIREMENT AND QUALIFICATIONS

1. The catering services provider shall have proven capability and track record on the provision of packed meals with a minimum relevant experience of two (2) years.
2. It must also have the capability, resources and experience in serving packed meals



for seven hundred (700) personnel .

3. It must also have the following documentary requirements:

- PhilGeps registration
- Mayor's/Business Permit
- BIR Certificate of Registration for sole proprietors
- Latest Income/Business Tax Return
- Signed Terms of Reference indicating compliances with requirements

4. Must show proof of experience in serving clients numbering seven hundred (700) with similar profile as PTV for the last two (2) years, by submitting a list of past clients including number of persons served, details of meals served (viands, drinks, dessert, etc.) for all events.

III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is Two Hundred Forty Five Thousand Pesos (Php245,000.00) inclusive of all applicable government taxes and service charges.

IV. SCOPE OF WORK AND SPECIFICATIONS

1. Provision of packed meals consisting of the following:

- Main Dish (CHICKEN, PORK OR BEEF)
- Steamed Rice
- 2 Side dishes
- Pancit Canton
- Dessert

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2. Be able to produce at least three (3) kinds of menu proposal for PTNI. Proposed Menu/s should be attached to the quotation for review.
3. Food container should be reusable, spill proof and non-toxic. Disposable, sturdy and good quality cutlery and utensils shall be provided by the winning supplier
4. A panel consisting of the Network's three (3) Food Committee members, two (2) representatives from the BAC LL SVP, two (2) representatives from the Technical working Group and one (1) observer shall evaluate the proposals based on the following:

Taste and Quality	20%
Combination of Meals Offered	10%
Nutritional Value	10%
Sanitation and Safety	10%
Quality of Food Container and Cutlery/Utensils	<u>10%</u>
Over-all Food Quality	60%
Price/Value for Money	40% (for lowest calculated)
	35% (for 2 nd lowest calculated)
	30% (for 3 rd lowest calculated)
	and so on

5. The supplier with the highest score shall be awarded the contract
6. The proponents will be asked to bring samples of their proposed food. container and cutlery to be provided must be included in the samples for

evaluation and food tasting.

7. The winning bidder must guarantee that it shall supply the same quality and taste of food and container/cutlery served during the judging. Non-compliance of winning bidder with the samples presented (both food taste and quality and container/cutlery) shall be a ground for non-payment.

V. MODE OF PROCUREMENT

The mode of procurement shall be under Small Value Procurement as provided in the Revised IRR of RA 9184.

VI. DURATION

The required number of food packs should be delivered on December 16 at 5:00 pm.

VIII. PAYMENT SCHEME

Full payment of the contract shall be paid within ³⁰ days after the issuance of the following:

- a. Billing statement by the Service Provider, the billing statement must be provided by the service provider within seven (7) days after complete delivery of packed meals; and
- b. Certificate of Satisfactory Service issued by PTNI


ROSE MARIE MANALANSANG
Head, Food Committee

