



PEOPLE'S TELEVISION  
P A R A S A B A Y A N

## REQUEST FOR QUOTATION

SVP No. 2023 – 009

14 March 2023

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 Two Hundred (200) pads Station Operation Log Form**. The details of the project are as follows:

A. Name of the Project	Supply and Delivery of Two Hundred (200) pads Station Operation Log Form
B. Source of Fund:	Corporate Budget
C. Approved Budget for the Contract (ABC):	One Hundred Sixty Thousand Pesos Only (Php160, 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"><li>1. Mayor's/Business Permit (2023)</li><li>2. PhilGEPS Registration Certificate</li><li>3. Income/Business Tax Return (2021)</li><li>4. Omnibus Sworn Statement (duly signed); and if applicable: -Notarized Secretary's Certificate in case of corporation, partnership, or cooperative.</li></ol> <i>*only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</i>	



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**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:** Within fifteen (15) calendar days from receipt of Notice to Proceed

F. Description:

Supply and Delivery of Two Hundred (200) pads Station Operation Log Form

**Size:** 11x13.5 inches composed of five (5) carbonated pages in colors white, yellow, pink, blue and green

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

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, 21 March 2023, 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

**PROCUREMENT OF STATION OPERATION LOG FORM FOR THE USE OF TRAFFIC UNIT OF THE  
PEOPLE'S TELEVISION NETWORK, INC.**

**TERMS OF REFERENCE**

**I. BACKGROUND**

The Station Operation Log is the official paper/form used for the printing of the Daily Operation Log.

**II. REQUIREMENTS AND QUALIFICATIONS**

1. The service provider must have the capability, resources and experience in providing Station Operation Log forms

2. They should also have the following documentary requirements:

- Philgeps registration;
- Mayor's/Business Permit
- BIR Certificate of Registration for sole proprietors
- Latest Income/Business Tax Return
- Notarized Omnibus Sworn Statement

**III. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC is One Hundred Sixty Thousand Pesos ( Php 160,000.00 ) inclusive of all applicable government taxes and service charges.

**IV. SCOPE OF WORK AND SPECIFICATIONS**

The Station Operation Log Form size is 11x13.5 inches composed of five ( 5 ) pages carbonated form in colors of white, yellow, pink, blue and green ; ( pls. see attached sample)

**V. MODE OF PROCUREMENT**

The mode of procurement shall be under Small Value Procurement as provided in the revised IRR of R.A 9184.

**VI. DURATION**

The required number of pads should be delivered within two (2) weeks from the receipt of Notice of Award/ Job Order.

**VII. PAYMENT SCHEME**

Full payment of the contract shall be paid within thirty ( 30 ) days .

  
NESTOR A. RACELIS

