



REQUEST FOR QUOTATION

SVP No. 2023 – 024

30 June 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 Purified Drinking Water**. The details of the project are as follows:

A .Name of the Project	Supply and Delivery of Purified Drinking Water
B. Source of Fund:	Corporate Budget
C. Approved Budget for the Contract (ABC):	Four Hundred Thousand Pesos Only (Php400, 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"
<p>E. Documentary Requirements:</p> <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"> 1. Mayor's/Business Permit (2023) 2. PhilGEPS Registration Certificate 3. Income/Business Tax Return (2022) 4. Omnibus Sworn Statement (duly signed); and if applicable: -Notarized Secretary's Certificate in case of corporation, partnership, or cooperative. <p><i>*only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</i></p>	



PEOPLE'S TELEVISION
PARA-SABAYAN

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 seven (7) calendar days from receipt of Notice to Proceed. (Subsequent deliveries every MONDAY and WEDNESDAY)

F. Description:

Supply and Delivery of Purified Drinking Water

- Eight Hundred Sixty-Eight (868) Gallons Purified Drinking Water (x 12 mos.)
- Thirty Six (36) Units Water Dispensers

*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, 07 July 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

SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER

TERM OF REFERENCE

OBJECTIVE

- To ensure continuous provision of purified drinking water and dispensers at the PTNI-Metro Manila office for its employees as well as guests and visitors.
- To acquire a supplier who can provide the highest quality of purified drinking water, with a financial proposal advantageous to the government.

RESPONSIBILITIES OF THE SUPPLIER

- The supplier shall submit current and valid sanitary permit as applicable by law;
- The supplier shall guarantee the quality of the drinking water delivered to the PTNI. It shall cause the laboratory testing of the drinking water it supplies to the PTNI at least once a month, at its expense;
- The supplier shall submit documents in compliance with the FDA;
- As of the date of bid opening, the supplier must be in the business for at least three (3) years;
- The supplier shall render monthly maintenance every last Saturday of the month; clean and repair water dispensers provided to PTNI, replace units and parts should there be any defect in the water dispenser which renders it unusable. All costs of which shall be on the account of the supplier;
- The supplier shall deliver actual number of gallons to the designated areas every Monday and Wednesday provided with the actual delivery receipt;
- The supplier shall, at all times, exercise due care in handling the items during the delivery;
- The supplier shall provide water dispensers given the following specification;
 - o Preferably brand new water dispensers at no additional cost to the PTNI;
 - o free standing unit;
 - o hot and cold water outlets;
 - o Power source of 220V/60Hz;
 - o In case of refurbished water dispensers, the manufacturing date thereof shall not be earlier than CY 2020;
- Upon written request, the supplier shall provide additional water dispensers and gallons if any, free of charge to the PTNI;
- The supplier shall reside within Metro Manila, hence no cost of delivery shall charge to the PTNI;
- The supplier shall submit monthly billing statements to the Administrative Division for processing of payment;

TECHNICAL SPECIFICATION

The supplier shall deliver purified drinking water that must be clear and does not have objectionable taste, odor and color for twelve (12) months. It must be pleasant to drink and free from all harmful organisms, chemical substances and radionuclides in amounts which could constitute a hazard to health. Designation of water dispensers shall be located at the following areas;

UNIT/ SECTION	NUMBER OF DISPENSER	NUMBER OF GALLONS PER WEEK	NUMBER OF GALLONS PER MONTH	Number of Gallons per Year
News	2	15	60	720
Merchandising & Creatives	1	3	12	144
Airtime Management Group	3	30	120	1440
Finance	1	3	12	144
Corporate Planning	1	3	12	144
Clinic	1	1	4	48
Research	1	3	12	144
DMIS	1	10	40	480
Sports	1	8	32	384
Public Affairs	1	12	48	576
COA	1	2	8	96
Provincial	1	10	40	480
Property	1	3	12	144
Dispatching	1	12	48	576
Admin/ Purchasing/ Personnel	1	5	20	240
Building and Grounds	1	12	48	576
PMO/ BAC	-	3	12	144
OGM/ Sales/ PCOO	4	15	60	720
PPS	1	6	24	288
Make up room	1	3	12	144
Studio	-	10	40	480
Props	-	5	20	240
Engineering office	1	5	20	240
TV Maintenance	1	4	16	192
Microwave	1	4	16	192
Transmitter	1	4	16	192
Uplink	1	4	16	192
TOC	1	4	16	192
IT	1	4	16	192
Unit-7 HD OB Van-1	1	4	16	192
Unit-4 HD ENG OB Van-2	1	3	12	144
Unit-3 DSNG Van	1	4	16	192
Camera pool	1	3	12	144
TOTAL	36	217	868	10,416

DELIVERY SCHEDULE

- Initial delivery within 7 calendar days upon issuance of Notice to Proceed. Subsequent deliveries every Monday and Wednesday. If Monday and/or Wednesday fall on a declared non-working day, delivery shall be on the next working day.

PAYMENT SCHEDULE

- Payment shall be made within thirty (30) days upon the receipt of the monthly billing statement. Hence, billing shall be based on the actual number of gallons delivered.


RONALDO YJARES
Head, General Services