



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

REQUEST FOR QUOTATION

SVP No. 2023 – 028

29 August 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 Office Supplies**. The details of the project are as follows:

| | |
|---|--|
| A .Name of the Project | Supply and Delivery of Office Supplies |
| B. Source of Fund: | Corporate Budget |
| C. Approved Budget for the Contract (ABC): | Four Hundred Seventy-Nine Thousand Pesos (Php479,000.00) |
| 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 (2023)2. PhilGEPS Registration Certificate3. 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> | |



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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 seven (7) calendar days from receipt of Notice to Proceed.

F. Description:

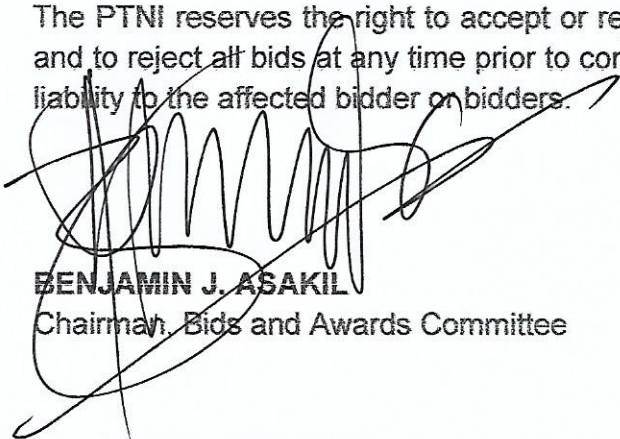
Supply and Delivery of Office Supplies

*Please see attached for the complete lists of office supplies

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, 05 September 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.


BENJAMIN J. ASAKIL
Chairman, Bids and Awards Committee



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| ITEM DESCRIPTION | QTY | UNIT |
|--|------------|-------------|
| CLEARBOOK, 20 transparent pockets, legal | 20 | piece |
| SIGN PEN, Black, liquid or gel | 100 | piece |
| SIGN PEN, Blue, liquid or gel | 25 | piece |
| BATTERY, dry cell, size AA, Two (2) pieces per blister pack | 100 | pack |
| BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | 50 | pack |
| INK, for stamp pad, 50mL | 20 | bottle |
| STAPLE WIRE, heavy duty (binder type), 23/13 | 10 | box |
| STAPLE WIRE, standard | 100 | box |
| TAPE, electrical ¾" | 40 | roll |
| TAPE, masking, 24mm | 55 | roll |
| TAPE, masking, 48 mm | 25 | roll |
| TAPE, packaging, 48 mm | 35 | roll |
| TAPE, transparent, 24mm | 55 | roll |
| TAPE, transparent, 48 mm | 40 | roll |
| TWINE, plastic | 3 | roll |
| CLIP, backfold, 19mm | 50 | box |
| CLIP, backfold, 25mm | 40 | box |
| CLIP, backfold, 32mm | 40 | box |
| CLIP, backfold, 50mm | 50 | box |
| CORRECTION TAPE, 8 meters | 100 | piece |
| DATA FILE BOX | 30 | piece |
| ENVELOPE, Documentary, A4, 500 pieces per box | 2 | box |
| ENVELOPE, Documentary, legal, 1,500 pieces per box | 3 | box |
| ENVELOPE, Expanding, Kraft, 100 pieces per box | 5 | box |
| ENVELOPE, Mailing, 500 pieces per box | 1 | box |
| FILE TAB/INDEX DIVIDER, bristol board, A4 | 100 | set |
| MARKER, Permanent, Black | 50 | piece |
| MARKER, Whiteboard, Black | 50 | piece |
| MARKER, Whiteboard, Blue | 20 | piece |
| PAPER CLIP, vinly/plastic coated, 33mm | 50 | box |
| PAPER CLIP, vinly/plastic coated, jumbo, 50mm | 50 | box |
| PENCIL, lead/graphite, with eraser, one (1) dozen per box | 5 | box |
| STAMP PAD, felt | 20 | piece |

PEOPLE'S TELEVISION NETWORK, INC.

Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1128, Philippines
www.ptvnews.ph | www.ptni.gov.ph | ogm@ptni.gov.ph



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| | | |
|--|-----|------|
| NOTE PAD, stick on, 3" x 4", 100 sheets per pad | 40 | pad |
| NOTE PAD, stick on, 3" x 3", 100 sheets per pad | 200 | pad |
| INK CARTRIDGE, CANON CL-811, Colored | 10 | cart |
| INK CARTRIDGE, CANON PG-810, Black | 20 | cart |
| INK CARTRIDGE, EPSON C13T664100 (T6641), Black | 5 | cart |
| INK CARTRIDGE, HP CZ107AA (HP678), Black | 5 | cart |
| INK CARTRIDGE, HP CZ108AA (HP678), Tri-color | 5 | cart |
| INK CARTRIDGE, HP F6V26AA (HP680), Tri-color | 10 | cart |
| INK CARTRIDGE, HP F6V27AA (HP680), Black | 10 | cart |
| RIBBON CARTRIDGE, EPSON C13S015531 (S015086) | 30 | cart |
| TONER CARTRIDGE, HP CB435A, Black | 20 | cart |
| TONER CARTRIDGE, HP CE285A (HP85A), Black | 45 | cart |
| TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet | 3 | cart |
| INK CART, HP GT52, cyan | 15 | cart |
| INK CART, HP GT52, magenta | 15 | cart |
| INK CART, HP GT52, yellow | 15 | cart |
| INK CART, HP GT53, black | 25 | cart |
| GEL PEN, black, 50pcs/box | 30 | box |
| GEL PEN, blue, 50pcs/box | 8 | box |
| GEL PEN, green, 25pcs/box | 2 | box |
| GEL PEN, red, 25pcs/box | 12 | box |
| GEL PEN, violet, 25pcs/box | 2 | box |
| MOROCCO PAPER, 100pcs/pack | 1 | pack |
| NOTEBOOK, spiral, 100pgs, 178 x 254 mm | 3 | pcs |
| PAD, Page Marker | 63 | pad |
| PAPER, MULTICOPY, A3, 80 gsm | 5 | ream |
| PUSH PINS, 100pcs/pack | 10 | pack |
| STICKER PAPER, 100pcs/pack A4 | 1 | pack |
| Printhead Combo HP GT51/52BIK/ Ctr | 10 | Unit |

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