



PEOPLE'S TELEVISION
PARASASABAYAN
REQUEST FOR QUOTATION

RFQ No. 2023 – 028

15 September 2023

The People's Television Network, Inc. (PTNI), through its Bids and Awards Committee (BAC), intends to procure the following item/s in accordance with **Section 53.9 Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Supply and Delivery of Office Supplies
Approved Budget for the Contract (ABC)	Four Hundred Seventy-Nine Thousand Pesos (Php479,000 .00)
Source of Fund	Corporate Budget

Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions provided in this RFQ, along with the following documents:

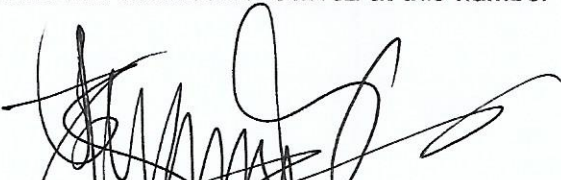
1. Valid Business/Mayor's Permit
2. Omnibus Sworn Statement (for ABC's above 50k); (duly signed) and if applicable: - Notarized Secretary's Certificate in case of corporation, partnership, or cooperative.
3. Income or Business Tax Return (for ABC's above 500k)

**Only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.*

Sealed quotations/proposals may be submitted on or before 10:00am, 22 September 2023, at the Purchasing Office, People's Television Network, Inc. 3rd Floor, 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.

For any clarification, please feel free to contact **Ms. Melissa N. Galvez** at this number +63 917-5864-993.


BENJAMIN J. ASAKIL
Chairperson, Bids and Awards Committee



PEOPLE'S TELEVISION
PARA-SASAYAYAN

QUOTATION/ PROPOSAL

Date:	
Company Name:	
Address:	
Contact No.:	
Email Address:	
Business Permit No.:	
Tax Identification No.:	
PhilGEPS Registration Number:	
Payment Terms:	30 calendar days upon issuance of certificate of service completion and final acceptance.

Quotation/ Proposal (please indicate the kind of goods with the total bid amount and any other related offer)

ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
CLEARBOOK, 20 transparent pockets, legal	piece	20		
SIGN PEN, Black, liquid or gel	piece	100		
SIGN PEN, Blue, liquid or gel	piece	25		
BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	100		
BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	50		
INK, for stamp pad, 50mL	bottle	20		
STAPLE WIRE, heavy duty (binder type), 23/13	box	10		
STAPLE WIRE, standard	box	100		
TAPE, electrical 3/4"	roll	40		
TAPE, masking, 24mm	roll	55		
TAPE, masking, 48 mm	roll	25		
TAPE, packaging, 48 mm	roll	35		
TAPE, transparent, 24mm	roll	55		
TAPE, transparent, 48 mm	roll	40		
TWINE, plastic	roll	3		
CLIP, backfold, 19mm	box	50		
CLIP, backfold, 25mm	box	40		
CLIP, backfold, 32mm	box	40		
CLIP, backfold, 50mm	box	50		
CORRECTION TAPE, 8 meters	piece	100		
DATA FILE BOX	piece	30		
ENVELOPE, Documentary, A4, 500 pieces per box	box	2		
ENVELOPE, Documentary, legal, 1,500 pieces per box	box	3		
ENVELOPE, Expanding, Kraft, 100 pieces per box	box	5		



PEOPLE'S TELEVISION
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box				
FILE TAB/INDEX DIVIDER, bristol board, A4	set	100		
MARKER, Permanent, Black	piece	50		
MARKER, Whiteboard, Black	piece	50		
MARKER, Whiteboard, Blue	piece	20		
PAPER CLIP, vinly/plastic coated, 33mm	box	50		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	50		
PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	5		
STAMP PAD, felt	piece	20		
NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	40		
NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	200		
INK CARTRIDGE, CANON CL-811, Colored	cart	10		
INK CARTRIDGE, CANON PG-810, Black	cart	20		
INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	5		
INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	5		
INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	5		
INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	10		
INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	10		
RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	30		
TONER CARTRIDGE, HP CB435A, Black	cart	20		
TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	45		
TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	3		
INK CART, HP GT52, cyan	cart	15		
INK CART, HP GT52, magenta	cart	15		
INK CART, HP GT52, yellow	cart	15		
INK CART, HP GT53, black	cart	25		
GEL PEN, black, 50pcs/box	box	30		
GEL PEN, blue, 50pcs/box	box	8		
GEL PEN, green, 25pcs/box	box	2		
GEL PEN, red, 25pcs/box	box	12		
GEL PEN, violet, 25pcs/box	box	2		
MOROCCO PAPER, 100pcs/pack	pack	1		



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NOTEBOOK, spiral, 100pgs, 178 x 254 mm	pcs	3		
PAD, Page Marker	pad	63		
PAPER, MULTICOPY, A3, 80 gsm	ream	5		
PUSH PINS, 100pcs/pack	pack	10		
STICKER PAPER, 100pcs/pack A4	pack	1		
Printhead Combo HP GT51/52Blk/Clr	Unit	10		
TOTAL OFFERED QUOTATION:				₱

General Terms and Conditions:

1. Bidders shall provide the correct and accurate information required in the forms.
2. All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
3. Quotations exceeding the Approved Budget for the contract shall be rejected.
4. Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
6. The PTNI shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
7. All items should be delivered within the period specified in the Purchase Order / Job Order.
8. Liquidated damages equivalent to one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day to day.
9. Indicate warranty period in cases of equipment or whenever applicable.
10. Delivery Period is within seven (7) calendar days from receipt of Notice to Proceed.

Signature over Printed Name

Position/Designation



PEOPLE'S TELEVISION
PARA-SABAYAN

Conformity with Technical Specifications

INSTRUCTIONS:

1. Accomplish this part of RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Please indicate "complied" or "not complied"

ITEM DESCRIPTION	UNIT	QTY	STATEMENT OF COMPLIANCE (Please indicate "complied/ not complied")
CLEARBOOK, 20 transparent pockets, legal	piece	20	
SIGN PEN, Black, liquid or gel	piece	100	
SIGN PEN, Blue, liquid or gel	piece	25	
BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	100	
BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	50	
INK, for stamp pad, 50mL	bottle	20	
STAPLE WIRE, heavy duty (binder type), 23/13	box	10	
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ENVELOPE, Expanding, Kraft, 100 pieces per box	box	5	
ENVELOPE, Mailing, 500 pieces per box	box	1	



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Printhead Combo HP GT51/52Blk/Clr	Unit	10	

Project Timeline:

All units must be delivered within seven (7) calendar days upon receipt of Notice to Proceed (NTP).

Other specifications can be produced on demand.

Signature over Printed Name

Position/Designation