



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

## REQUEST FOR QUOTATION

**RFQ No. 2023 – 034**

29 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.

<b>Name of Project</b>	One (1) Lot Preventive Maintenance of Generator Sets of Mindanao Media Hub and PTV Davao.
<b>Approved Budget for the Contract (ABC)</b>	Two Hundred Thousand Pesos (Php 200,000.00)
<b>Source of Fund</b>	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, 09 October 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



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## Conformity with Technical Specifications

### INSTRUCTIONS:

- a. Accomplish this part of RFQ correctly and accurately.
- b. Do not alter the contents of this form in any way.
- c. Please indicate "comply" or "not comply"

<b>Description</b>	<b>Statement of Compliance</b> (Please indicate "comply" or "not comply")
<p><b>SCOPE OF WORK:</b></p> <p><i>The supplier shall provide preventive maintenance services for three (3) generator sets (2-375KVA, 1-125 KVA) which shall cover but not limited to the following:</i></p> <ol style="list-style-type: none"><li>1. Provision of labor, tools, equipment, and consumable materials for preventive maintenance such as but not limited to oil, oil filter, fuel filter, air filter, batteries, ancillary materials, technical competence, and supervision for the preventive maintenance of Generator Sets.</li><li>2. The supplier shall ensure that all materials are appropriate and compatible with the existing Generator Sets.</li><li>3. INSPECTION, TESTING, and CALIBRATION<ul style="list-style-type: none"><li>● Check coolant level; refill if necessary. Adjust worn-out, broken, or loose belts if necessary. Check or replace hoses if necessary. Check radiator fins for debris, loose, broken guards and leaks.</li><li>● Check for leaks in the fuel system. Drain water separator(if equipped).</li><li>● Check fuel tanks level, primary and secondary fuel filter, and clean primary fuel filter if necessary.</li><li>● Inspect and clean or replace air filter elements.</li><li>● Change oil if already due, replace filters. Clean crankcase breather if necessary.</li><li>● Check/inspect starter operation, and inspect loose connections.</li><li>● Control Panel - Check for loose, broken, or damaged wiring or components. Check engine protective breakers are in proper operation for automatic starting.</li><li>● Power Generator- Check/Inspect visually for loose</li></ul></li></ol>	



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P A R A S A R A Y A N

connections and burnt wires.

- The supplier shall ensure enough load bank prior to testing and calibration to avoid damage.

**DUTIES AND RESPONSIBILITIES OF THE GENERATOR SERVICE CONTRACTOR**

1. The Contractor shall provide experienced and qualified manpower, tools, and equipment that are capable of producing the quality and quantity of work and materials required to complete the project as specified in the approved scope of work and specifications.
2. The Contractor shall be liable for any damage to the Generator Sets while performing the maintenance work and immediately replace damaged parts at no cost to the PTNI.

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Signature over Printed Name

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Position/Designation



## QUOTATION/ PROPOSAL

<b>Date:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Contact No.:</b>	
<b>Email Address:</b>	
<b>Business Permit No.:</b>	
<b>Tax Identification No.:</b>	
<b>PhilGEPS Registration Number:</b>	
<b>Payment Terms:</b>	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)

Qty	Unit	Item Description	Unit Cost	Total Cost
1	lot	Preventive Maintenance of two (2) units Generator Sets of Mindanao Media Hub and one (1) unit Generator Set of PTV Davao		
<b>Total Offered Quotation:</b>			<b>₱</b>	

**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 and Duration is within fourteen (14) calendar days from receipt of Notice to Proceed.



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Signature over Printed Name

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Position/Designation