



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

REQUEST FOR QUOTATION

RFQ No. 2023 – 036

13 October 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	Lease / Rental of Ten (10) Units Multifunction Photocopier Machines for PTNI Manila.
Approved Budget for the Contract (ABC)	Seven Hundred Sixty-Six Thousand Four Hundred Pesos (Php766,400.00)
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. **Duly accomplished quotation/proposal.**
2. **Duly accomplished conformity with technical specifications.**
3. **PhilGEPS Registration Number or PhilGEPS Certificate of Registration.**
4. **Valid Business/Mayor's Permit**
5. **Duly signed and notarized Omnibus Sworn Statement and, if applicable, notarized Secretary's Certificate in case of corporation, partnership, or cooperative (if available).**

Note: If not available during the submission of offer, duly signed and notarized Omnibus Sworn Statement and, if applicable, notarized Secretary's Certificate in case of corporation, partnership, or cooperative shall be submitted before issuance of Notice of Award.

Sealed quotations/proposals may be submitted on or before 10:00am, 23 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:

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

Description	Statement of Compliance (Please indicate "comply" or "not comply")
<p>MATERIALS REQUIREMENTS & SPECIFICATIONS:</p> <p>The product and system's design shall be in accordance with the following specifications of the copier/printer/scanner:</p> <ul style="list-style-type: none"> A. Multi functions printers (Copier, Network Printer, Scanner) B. Network Printing Capability C. With LCD display, user friendly, and with capability to deliver clear and high quality copies D. Single/Double Sided Printing E. With Electric Sorter F. Continuous copying 1-9999 copies G. Copy paper size-up to A3 H. Copying speed: at least minimum of 36 copies/per minute I. Scanning speed: at least 45 minimum image per minute J. Paper Trays: minimum of two (2) trays plus bypass K. Wifi Capable L. Manufactured at least on the year 2020 or latest 	
<p>GENERAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • The CONTRACTOR will provide leased equipment, servicing, toner kits and suitable highest quality spare parts within the specified period to complete the project. • The CONTRACTOR shall provide the PTNI with ten (10) units of multifunction photocopier machines. • The CONTRACTOR shall supply all consumables, i.e., toner, developer, etc., and shall be for the account of the CONTRACTOR excluding copy paper. • All toner and other consumables provided must be brand new and original. Refilling of toner is not allowed. • The CONTRACTOR shall provide a minimum of 45,000 copies per month. 	

SCOPE OF WORK:

- The **CONTRACTOR** shall undertake the works implementation of the "One-Year Lease/Rental of Multifunction Photocopier Machines" which can copy/print/scan/fax all



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in accordance with the specifications such as but not limited to the terms and conditions of the contract.

- The CONTRACTOR shall perform the installation, testing, commissioning, of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building may be carried out during the same period.
- The CONTRACTOR shall install the leased equipment in the following designated departments/offices:
 1. Office of the General Manager
 2. Finance
 3. Property
 4. Administrative Division
 5. Public Affairs
 6. Bids and Awards Committee
 7. Engineering Office
 8. Commission on Audit
 9. News Division
 10. Airtime Management (Traffic, Programming, Library)
- The CONTRACTOR shall install units in the presence of the end-user or his/her representative.
- Without additional cost to the PTNI, the CONTRACTOR shall deploy technicians who shall conduct monthly unit inspection and calibration to keep the machines in good working condition at all times. The technicians shall report to PTNI and with the assistance of PTNI authorized personnel, Mondays to Fridays, at 8:00 AM to 5:00 PM. Any damage/unserviceable parts shall be repaired/replaced without charge to PTNI within the duration of the lease contract.
- The CONTRACTOR shall observe the maximum response time of within twenty-four (24) hours from the time the PTNI makes its request for on-site services during regular working days. In case of prolonged or recurring mechanical failure on the unit/s and/or unserviceable within 24 hours or one day from the time of notice, the CONTRACTOR must provide replacement unit/s.
- The CONTRACTOR shall be responsible for the monthly disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment.
- The CONTRACTOR shall conduct Technical Training to PTNI personnel for the administration, operation and maintenance and handling of the products to be supplied at no cost to the PTNI. This covers the requirements for operational and technical training to enable correct use, operation and maintenance of the leased machines. The comprehensive training shall be provided to ensure that operation and maintenance personnel will be capable to competently operate and maintain the system.
- The CONTRACTOR shall immediately provide/replace copier machine/s to the PTNI upon request, if the parts needed for the repair of the unit are not available, within twenty-four (24) hours from receipt of advice from the PTNI under the same terms and conditions of the contract.
- The PTNI shall, without additional cost, benefit from any improvement that may be introduced in said machines due to advancements in technology.



CONTRACT PRICE

- The contract price is inclusive of all dues and taxes.
- No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.
- The payment of escalation costs shall be subject to the unilateral and written approval of PTNI and to the availability of funds.

RESPONSIBILITIES OF THE CONTRACTOR

- The CONTRACTOR shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured against all risks. The contractor's personnel shall present COVID-19 vaccination card in observance of the PTNI's house regulations together with the Work Permit.
- The CONTRACTOR's workers are limited to the designated working area only. Loitering around and inside the PTNI premises is not allowed.

TERMINATIONS

- Subject to the procedure prescribed by law, the PTNI may terminate the contract if upon expiration of the contract; the parties may agree to extend the same. Said extension shall be governed by the same terms and conditions herein stipulated, and may be terminated by either party by means of a written notice served upon the other party at least thirty (30) days prior to the date of such termination.
- Upon termination or expiration of the contract, the PTNI shall return the machines and accessories to the CONTRACTOR by allowing the latter, on a date and time agreed upon by both the PTNI and the CONTRACTOR, to enter the PTNI premises for the purpose of retrieving the machines.

PAYMENTS

- PTNI shall be billed on a monthly basis.
- All payments made shall be subject to the usual government accounting and auditing rules and regulations.

LIQUIDATED DAMAGES

- Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, PTNI shall rescind the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Date



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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)

Qty	Unit	Item Description	Unit Cost	Total Cost
10	units	Lease / Rental of Multifunction Photocopier Machines		
Total Offered Quotation:				P

General Terms and Conditions:

- Bidders shall provide the correct and accurate information required in the forms.
- All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
- The PTNI shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
- All items should be delivered within the period specified in the Purchase Order / Job Order.
- 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.
- Indicate warranty period in cases of equipment or whenever applicable.
- Exact dates of delivery and / or completion should be reckoned from the date of CONTRACTOR'S receipt of NTP (Notice to Proceed).**

Signature over Printed Name

Position/Designation