



PEOPLE'S TELEVISION  
PARASABAYAN

## REQUEST FOR QUOTATION

**RFQ No. 2023 – 043**

09 November 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 Supply of Labor, Parts, Services for One (1) Year Comprehensive Preventive Maintenance Services on 1unit 160KW Uninterruptible Power Supply (UPS) at Technical Operation Center.
<b>Approved Budget for the Contract (ABC)</b>	Nine Hundred Thousand Pesos (Php900,000 .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:

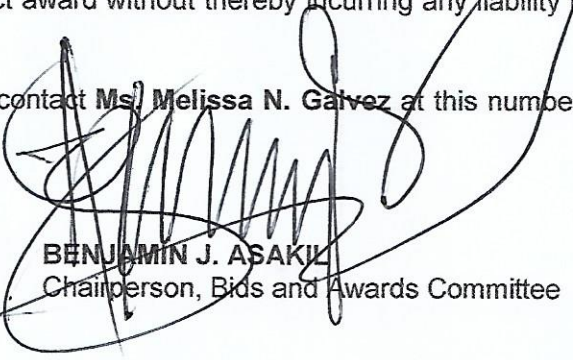
1. Duly accomplished quotation/proposal.
2. Duly accomplished conformity with technical specifications.
3. PhilGEPS Registration Number or PhilGEPS Certificate of Registration.
4. Valid Business/Mayor's Permit
5. Income or Business Tax Return (for ABC's above 500k)
6. Duly signed and notarized Omnibus 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 quotation/proposal shall be submitted on or before 10:00 a.m., 17 November 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-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 "comply"

Description		Statement of Compliance (Please indicate "comply")
<b>UNINTERRUPTIBLE POWER SUPPLY (UPS)</b>		
1 unit	Brand: <b>Symmetra PX APC UPS</b> Model: SYCF 160kh Serial Number: PD1427250044 Input: 380V Output: 230V	
<b>Provisions for the Preventive Maintenance Services:</b>  Provide maintenance and technical support including but not limited to the following: <ul style="list-style-type: none"><li>• Diagnostics / Troubleshoot / Repair</li><li>• Monthly health check, quarterly preventive maintenance, internal and external cleaning and calibration.</li><li>• Replacement and delivery of all parts and modules, fans, AC &amp; DC capacitors, transformers and coils and the like</li><li>• The service provider shall provide 24hrs by 7 days, Mondays to Sundays, including holidays and non-working days, technical support and on-call service engineers.</li><li>• 30 min. to 1 hr. on-site service response and unlimited service phone support availability.</li></ul>		
<b>Qualification Requirements:</b> <ul style="list-style-type: none"><li>• The prospect bidder must attach together with the bid a certification that they are an authorized service partner of the APC brand from the country field services of the Original Equipment Manufacturer (OEM).</li><li>• The prospect bidder must have at least one (1) employed personnel fully certified by the vendor on the similar modular</li></ul>		



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

<p>UPS product being offered with a minimum one (1) year experience in the UPS electrical system installation, configuration, and troubleshooting. Certified personnel should have completed the training course for the equivalent or similar modular UPS. A training certificate stating that they are certified to perform services and must be attached along with the bid.</p> <ul style="list-style-type: none"><li>• The bidder shall have at least five (5) years' experience in undertaking similar equipment / model with the same or higher capacity to ensure the skill and expertise in handling and managing the service troubleshooting requirement of the equipment. Valid proof of documents to be submitted along with the bid as well as contact person and contact number to verify that they are currently maintaining the same family models of the unit that they are maintaining.</li><li>• The winning bidder must submit a proof of maintenance certification from the Original Equipment Manufacturing (OEM) indicating the service contact number, entitlement details and coverage period.</li></ul>	
<p><b>Scope of Work:</b></p> <ol style="list-style-type: none"><li><b>1. Service Response Time:</b><ul style="list-style-type: none"><li>• 24/7 technical and on-site support with response time of 30 minutes to 1 hour.</li><li>• During maintenance service, all works shall be done before 4:00 a.m.</li><li>• Guarantee maintenance on-site.</li><li>• Effect equipment repairs within 12 hours.</li><li>• Deployment of spare or service units should simultaneously be performed during troubleshooting.</li></ul></li><li><b>2. Maintenance, Repair, and Replacement:</b><ul style="list-style-type: none"><li>• The winning bidder shall have a manufacturer's certified or approved components, modules or testing equipment before the repair and maintenance services on the equipment.</li><li>• Replacement shall include subcomponents including labor without addition cost to People's Television Network, Inc.</li><li>• All defective or worn-out parts including consumables removed from the equipment shall be turned-over immediately to People's Television Network, Inc., but as for the defective electronic component covered in the comprehensive maintenance contract shall be followed wherein the service provider shall provide a replacement spare part from the manufacturer through swapping of defective and replacement of component.</li><li>• In case parts are not available locally and will be sourced abroad, the winning bidder should notify the client in advance of the possible delay at least one week earlier (subject to acknowledgement of the client). Otherwise, the</li></ul></li></ol>	



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

<p>expected recovery time shall always apply.</p> <ul style="list-style-type: none"><li>• The resolution time applies to all components of the said agreement.</li></ul>	
<p><b>Preventive Maintenance:</b></p> <p>A. The winning bidder shall conduct on-call and monthly scheduled preventive maintenance for the UPS.</p> <p>B. Preventive maintenance shall include the following services but not limited to:</p> <ul style="list-style-type: none"><li>• Quarterly on-site preventive maintenance services in accordance with equipment manufacturer's procedures;</li><li>• Cleaning of UPS chassis and removal of dust residues;</li><li>• Load testing and calibration as deemed necessary;</li><li>• Individual battery status checking. Perform battery re-banking if needed;</li><li>• Air circulation and exhaust cleaning;</li><li>• Cable inspection and insulation;</li><li>• UPS grounding;</li><li>• Problem resolution and recommendation;</li><li>• Corrective maintenance services include diagnostic, correction of equipment malfunction or failure, and emergency repair.</li></ul> <p>C. All parts found defective during preventive or corrective maintenance services will be replaced by a supplier with no extra cost to People's Television Network, Inc. Excluding consumables such as battery, module, fans, AC &amp; DC capacitors, transformers and coil like.</p> <p>D. Back-up service units shall be provided in case the unit is not repaired within 12 hours from the time the winning bidder's engineer arrived at site.</p> <p>E. The preventive maintenance process shall observe strict compliance with the recommended standard procedure.</p> <p>F. The winning bidder shall be liable for any unintentional loss or damage caused by negligence during the PMS, check-up and repairs.</p>	

**Reporting**

***Equipment Tracking:***

- The winning bidder shall maintain a data base of equipment and continuously update any changes made, history logs of services rendered and physical movements. Information should include details of location, person who service the equipment, date tracking, and reason for pull-out / repair.
- The winning bidder shall implement a standard labeling and tagging scheme for prompt tracking of equipment.



### ***Service Reporting***

- The winning bidder shall provide service report for each on-site support service performed and shall be acknowledged and verified by People's Television Network, Inc.'s personnel.
- The winning bidder shall submit detailed problem resolution report for every service requested within 12 hours. It shall include details of actions taken in resolving the problem. The report should contain but not limited to the following information.
  1. Reported downtime and uptime;
  2. Root cause of problem;
  3. Details of actions, repairs, troubleshooting and remediation done;
  4. Individual battery status report; and
  5. Recommendations / Action Plan.

---

Signature over Printed Name

---

Position/Designation



PEOPLE'S TELEVISION  
PARA SA BAYAN  
**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>	Quarterly Pay

**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	unit	<b><u>Uninterruptible Power Supply (UPS)</u></b> Brand: Symmetra PX APC UPS Model: SYCF 160kh Serial Number: PD1427250044 Input: 380V Output: 230V		
1	lot	Diagnostic / Troubleshoot / Repair		
<b>Total Offered Quotation:</b>				<b>P</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 is within five (5) calendar days from receipt of Notice to Proceed.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation