



PEOPLE'S TELEVISION
PARA-SABAYAN

REQUEST FOR QUOTATION

RFQ No. 2023 – 044

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.

Name of Project	Supply & delivery of packed meals for the PTNI employees year-end thanksgiving
Approved Budget for the Contract (ABC)	Two Hundred Sixty-Nine Thousand Five Hundred Pesos (Php269,500 .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:

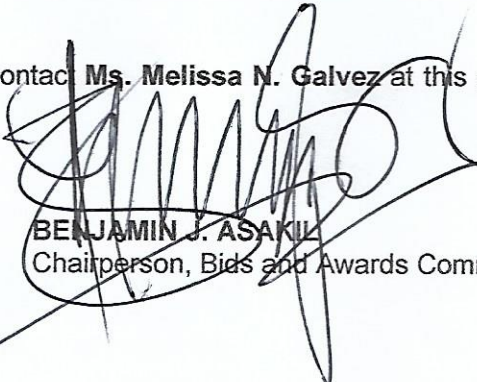
1. Duly accomplished quotation/proposal.
2. Duly accomplished conformity with technical specifications.
3. PhilGEPS Registration Number or PhilGEPS Certificate of Registration.
4. Valid Business/Mayor's Permit
5. Income or Business Tax Return (for ABC's above 500k)
6. Duly signed and notarized Omnibus 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 10:00am, 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")
PACKED MEALS	
700 packs	Packed Meals consisting of the following: <ul style="list-style-type: none"> • Two (2) main dishes (chicken, pork, or beef) • Steamed rice • Two (2) side dishes • Pancit canton • Dessert Drinks (bottled water or soda)
REQUIREMENT & QUALIFICATIONS: <ul style="list-style-type: none"> • It must have the capability, resources and experience in serving packed meals for seven hundred (700) personnel. • Must show proof of experience in serving clients numbering seven hundred (700) with a profile similar to PTV for the last five (5) years, by submitting a list of past clients including the number of persons served, details of meals served (viands, drinks, dessert, etc.) for all events. 	
SCOPE OF WORK & SPECIFICATIONS: <ul style="list-style-type: none"> • Be able to produce at least three (3) kinds of menu proposal for PTNI proposed menu/s should be attached to the quotation for review. • Food container should be reusable, spill proof and non-toxic. Disposable, sturdy and good quality cutlery & utensils shall be provided by the winning supplier. • A panel consisting of the network's three (3) food committee members, two (2) representatives from BAC, two (2) representatives from the Technical Working Group (TWG) and one (1) observer shall evaluate the proposals based on the following: 	



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

<p>Taste ----- 30%</p> <p>Combination of meals offered ----- 30%</p> <p>Quality of food container & cutlery /utensils ----- 10%</p> <p>Overall food quality----- 30%</p> <ul style="list-style-type: none">• The supplier with the highest score shall be awarded the contract.• The proponents will be asked to bring samples of their proposed food container; cutlery and utensils will be provided for evaluation and food tasting.	
--	--

Delivery: Exact date of the event at 5:00 p.m. (December 2023)

PAYMENT TERMS:

Thirty (30) calendar days after the issuance of Certificate of Completion and Final Acceptance.

Signature over Printed Name

Position/Designation



PEOPLE'S TELEVISION
PARA-SABAYAN
QUOTATION/ PROPOSAL

Date:	
Company Name:	
Address:	
Contact No.:	
Email Address:	
Business Permit No.:	
Tax Identification No.:	
PhilGEPS Registration Number:	
Payment Terms:	30 calendar days after the issuance of certificate of 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
700	pack	Packed Meals consisting of the following: <ul style="list-style-type: none">• Two (2) main dishes (chicken, pork, or beef)• Steamed rice• Two (2) side dishes• Pancit canton• Dessert• Drinks (bottled water or soda)		
Total Offered Quotation:				P

General Terms and Conditions:

2. Bidders shall provide the correct and accurate information required in the forms.
3. All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
4. Quotations exceeding the Approved Budget for the contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
7. The PTNI shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
8. All items should be delivered within the period specified in the Purchase Order / Job Order.
9. 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.
10. Indicate warranty period in cases of equipment or whenever applicable.
11. Delivery Period is on the exact date of the event at 5:00 p.m. and from receipt of Notice to Proceed.

Signature over Printed Name

Position/Designation