



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

## REQUEST FOR QUOTATION

(3rd posting)

**RFQ No. 2023 – 037**

27 December 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>	Provision of Reverse Transcription Polymerase Chain Reaction (RT-PCR) Test to the People's Television Network Inc.
<b>Approved Budget for the Contract (ABC)</b>	Two Hundred Twenty-Eight Thousand Three Hundred Thirty-Four Pesos (Php228,334.00)
<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 to be submitted on submission of offer/s, evaluation of offer/s, or before issuance of Notice of Award:

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).**

*Additional documentary requirements:*

7. **DOH license to operate a COVID-19 Testing Laboratory; Certification of FDA Approved RT-PCR Test Kit**

Quotation/proposal shall be submitted on or before 10:00am, 04 January 2024, at the Purchasing Office, People's Television Network, Inc. 3rd Floor, Broadcast Complex, Visayas Avenue, Diliman, Quezon City or via email at [almodebacsecretariat@ptni.gov.ph](mailto:almodebacsecretariat@ptni.gov.ph).

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")
<b>NUMBER OF TESTS AND VENUE:</b>  The total administration of RT-PCR test is <b>One Hundred (100)</b> thru the following: <ul style="list-style-type: none"><li>● Walk-in (Off-Site) of service provider</li><li>● Drive Thru</li><li>● On-Site at PTNI</li></ul>	
<b>QUALIFICATIONS/TECHNICAL EXPERTISE OF THE COVID 19 TESTING FACILITY:</b>  Must be a Department of Health (DOH) accredited/certified testing center/facility to administer swab tests for COVID-19. A proof or certification of accreditation must be submitted during the opening of bids. <ul style="list-style-type: none"><li>● The testing kits to be used must be FDA approved. A proof or documentation showing that the test kits are FDA approved must be submitted during the opening of bids.</li><li>● Has duly trained licensed medical practitioners to perform the test. Licenses and certification must be submitted during the opening of bids.</li><li>● Capable of providing a high level of technical and proficient testing methods and can provide accurate test results with a minimum requirement of within 12 hours and maximum of 48 hours from the time of administration.</li><li>● Can provide brief orientation before the administration of RT-PCR tests to employees;</li><li>● Must be on call and can perform test within 24 hours of notification from PTNI authorized personnel from Monday to Sundays including holidays.</li><li>● The testing site (off-site) must be in Quezon City and must be not more than ten (10)-kilometer radial distance from PTNI Compound, Visayas Avenue, Diliman, Quezon City</li></ul>	



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| <ul style="list-style-type: none"><li>● The test must be held in PTNI main office in Broadcast Complex, Visayas Avenue, Diliman Quezon City if the number of Participants is 10 pax and above (but still it will depend on the request of the PTNI company nurse if they prefer off-site)</li></ul> |  |
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## TARGET PARTICIPANTS

This project will cover the procurement of a service provider who shall conduct the RT-PCR tests among the PTNI employees, regardless of employment status by the following circumstances:

- Officers and employees with pre-departure requirement for official travels which require the presentation of negative Covid-19 tests results;
- Officers and employees who will be deployed for official activities such as coverages, attendance to summits, meetings, seminars which requires the presentation of negative COVID19 test results;

## RESPONSIBILITIES OF SERVICE PROVIDER

The service provider shall:

- Be responsible for the storage and supply of testing kits to be used;
- Ensure that the testing kits to be provided are FDA approved and not yet expired;
- Administer nasopharyngeal or oropharyngeal swab (RT PCR) to PTNI officers and employees to determine Covid 19 infection;
- Ensure that in the conduct of tests, the use of personal protective equipment by medical practitioners is observed at all times;
- Provide materials, medical supplies, and other necessary paraphernalia for the testing;
- Adhere to the guidelines on swab testing set by the Department of Health;
- Responsible for the proper waste disposal of all used materials in the on-site and off-site administration of tests.
- Provide the results of the RT-PCR tests through email to the PTNI focal person within 24 hours or earlier if so required by PTNI;
- Ensure that no other additional fees will be collected to PTNI in the administration of RT-PCR tests;
- Ensure and guarantee that all information, data, test results of the PTNI officers and employees who underwent RT-PCR test shall be kept confidential and secured in accordance with RA 10173 of the Data Privacy Act of 2012.

Other specifications can be produced on demand.

*By signing this form, I hereby signify that our company will comply with the Technical Specifications and has the Technical, Legal and Financial capability to supply and deliver the goods described herein supported by the information given in the quotation/proposal form subject to evaluation.*

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

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

\_\_\_\_\_  
Date



## 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>	Payment shall be based on the actual number of tests conducted for each month and shall be processed within thirty (30) days upon receipt of the official billing statement. In the event that the <b>One Hundred (100) RT-PCR</b> tests are not fully consumed, the network has no obligation to pay for the unused RT-PCR tests.

**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
100	pcs.	RT-PCR (Reverse Transcription Polymerase Chain Reaction) Testing		
<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. **The duration of contract will be limited to One Hundred (100) RT-PCR tests for the period of One (1) year that shall begin upon the receipt of Notice to Proceed.**

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

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