



**REQUEST FOR QUOTATION**  
**RFQ No. 2024 – 010**  
**17 April 2024**

The People's Television Network, Inc. (PTNI), through its Bids and Awards Committee (BAC), intends to procure the following item/s in accordance with Sec. 52.1 Shopping (b) of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

<b>Name of Project</b>	Supply and Delivery of second (2nd) quarter office supplies of FY2024
<b>Approved Budget for the Contract (ABC)</b>	Ninety-five thousand six hundred pesos (PhP 95,600.00)
<b>Source of Fund</b>	Corporate Budget

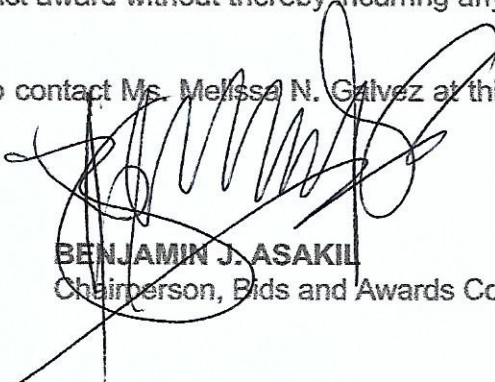
Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions provided in this RFQ along with the following documents to be submitted on submission of offer/s evaluation of offer/s, or before issuance 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. BIR Certificate of Registration Form (Form 2303)

Quotation/proposal shall be submitted on or before 10:00 AM, 26 April 2024, at the Purchasing Office, People's Television Network, Inc. 3rd Floor, Broadcast Complex, Visayas Avenue, Diliman, Quezon City or via email at [altmodebacsecretariat@ptni.gov.ph](mailto:altmodebacsecretariat@ptni.gov.ph) (password protected-file is hereby recommended)

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  
P A R A S A B A Y A N

## 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 sign the form for compliance with the specifications.

Description	Unit	QTY	Statement of Compliance (Please indicate "comply")
CLEARBOOK, 20 transparent pockets, A4	piece	15	
CLEARBOOK, 20 transparent pockets, legal	piece	20	
AA Alkaline Battery, Four (4) pieces per pack	piece	200	
AAA Alkaline Battery, Four (4) pieces per pack	piece	150	
CARBON FILM, A4, 100 sheets per box	box	1	
GLUE, all-purpose, 200 grams	bottle	5	
TAPE, masking, 24mm	roll	100	
TAPE, masking, 48 mm	roll	30	
TAPE, packaging, 48 mm	roll	25	
TAPE, transparent, 48 mm	roll	20	
CLIP, backfold, 25mm	box	15	
CLIP, backfold, 32mm	box	15	
CLIP, backfold, 50mm	box	25	
Data Folder, Legal (Lever Arch File)	pcs	50	
ENVELOPE, Expanding, Plastic	piece	10	
ENVELOPE, Mailing, 500 pieces per box	box	7	
FILE ORGANIZER, expanding, plastic, legal	piece	10	



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

FILE TAB/INDEX DIVIDER, bristol board, A4	set	200	
FOLDER, pressboard, 100 pieces per box	box	5	
FOLDER with tab, A4, 100 pieces per pack	pack	5	
Expanded Green Folder, Long	pieces	100	
MAGAZINE FILE BOX, Large	piece	21	
MARKER, Fluorescent, 3 colors per set	set	50	
MARKER, Permanent, Red	piece	10	
MARKER, Whiteboard, Black	piece	30	
MARKER, Whiteboard, Blue	piece	5	
MARKER, Whiteboard, Red	piece	10	
PUNCHER, paper, heavy duty	piece	3	
STAPLE REMOVER, jaw-style	piece	5	
Spiral Notebook, 90 Leaves	piece	50	
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	2	
Ink Cartridge, Brother BT5000C	cart	3	
Ink Cartridge, Brother BT5000Y	cart	3	
Ink Cartridge, Brother BT5000M	cart	3	
Ink Cartridge, Brother BT-D60, Black	cart	3	
Ink Cartridge, HP Deskjet Ink, 2777 Black	cart	3	
Duct tape 48mm x 10m Grey	roll	12	
Duct tape 1.88 x 20 yards black	roll	8	
FASTENER, plastic	box	20	
PVC Bookbinding Cover, A4 100 pcs/ pack	pack	3	
Morocco Board Paper Binding Cover, A4 100 pcs/pack	pack	3	



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

A4 Parchment Paper 80GSM 50pcs/pack	pack	2	
Daily Time Record 100pcs. / bundle	bundle	4	
Plastic Ring Binder 10mm 50pcs/box	box	3	
Plastic Ring Binder 12mm 50pcs/box	box	3	
Ink Cartridge, HP Deskjet Ink, 2777 Tri-colour	cart	3	

**Delivery Terms:** within seven (7) calendar days upon signing of Notice to Proceed (NTP)

*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 only be made after the appropriate documents as mandated by existing government rules and regulations have been complied with.

**Quotation/ Proposal** (please indicate the kind of goods with the total bid amount and any other related offer)

Description	Unit	QTY	Unit Price	Total Price
CLEARBOOK, 20 transparent pockets, A4	piece	15		
CLEARBOOK, 20 transparent pockets, legal	piece	20		
AA Alkaline Battery, Four (4) pieces per pack	piece	200		
AAA Alkaline Battery, Four (4) pieces per pack	piece	150		
CARBON FILM, A4, 100 sheets per box	box	1		
GLUE, all-purpose, 200 grams	bottle	5		
TAPE, masking, 24mm	roll	100		
TAPE, masking, 48 mm	roll	30		
TAPE, packaging, 48 mm	roll	25		



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P A R A S A B A Y A N

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CLIP, backfold, 25mm	box	15		
CLIP, backfold, 32mm	box	15		
CLIP, backfold, 50mm	box	25		
Data Folder, Legal (Lever Arch File)	pcs	50		
ENVELOPE, Expanding, Plastic	piece	10		
ENVELOPE, Mailing, 500 pieces per box	box	7		
FILE ORGANIZER, expanding, plastic, legal	piece	10		
FILE TAB/INDEX DIVIDER, bristol board, A4	set	200		
FOLDER, pressboard, 100 pieces per box	box	5		
FOLDER with tab, A4, 100 pieces per pack	pack	5		
Expanded Green Folder, Long	pieces	100		
MAGAZINE FILE BOX, Large	piece	21		
MARKER, Fluorescent, 3 colors per set	set	50		
MARKER, Permanent, Red	piece	10		
MARKER, Whiteboard, Black	piece	30		



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MARKER, Whiteboard, Blue	piece	5		
MARKER, Whiteboard, Red	piece	10		
PUNCHER, paper, heavy duty	piece	3		
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Spiral Notebook, 90 Leaves	piece	50		
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	2		
Ink Cartridge, Brother BT5000C	cart	3		
Ink Cartridge, Brother BT5000Y	cart	3		
Ink Cartridge, Brother BT5000M	cart	3		
Ink Cartridge, Brother BT-D60, Black	cart	3		
Ink Cartridge, HP Deskjet Ink, 2777 Black	cart	3		
Duct tape 48mm x 10m Grey	roll	12		
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PVC Bookbinding Cover, A4 100 pcs/ pack	pack	3		
Morocco Board Paper Binding Cover,	pack	3		



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A4 100pcs/pack				
A4 Parchment Paper 80GSM 50pcs/pack	pack	2		
Daily Time Record 100pcs. / bundle	bundle	4		
Plastic Ring Binder 10mm 50pcs/box	box	3		
Plastic Ring Binder 12mm 50pcs/box	box	3		
Ink Cartridge, HP Deskjet Ink, 2777 Tri-colour	cart	3		
<b>Total Amount:</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.

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

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