



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

REQUEST FOR QUOTATION

RFQ No. 2024-012

18 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 **Section 53.9 Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Lease of venue with provision of food and other requirements for the 50 th Anniversary Celebration of PTNI
Approved Budget for the Contract (ABC)	Seven hundred ninety-six thousand five hundred pesos (PhP796,500.00)
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 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
6. Duly signed and notarized Omnibus Sworn Statement and, if applicable, notarized Secretary's Certificate in case of corporation, partnership, or cooperative (if available)

Quotation/proposal shall be submitted **on or before 10:00am, 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 (a 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



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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 sign the form for compliance with the specifications.

Description	Statement of Compliance (Please indicate "comply")
<p>FUNCTION/BALLROOM AND PROGRAM REQUIREMENTS</p> <p>1. BANQUET HALL</p> <p>One air-conditioned Banquet Hall with the following specifications:</p> <ul style="list-style-type: none">● Availability: 21 June 2024, 1 :00PM – 5:00PM● Must have an adjacent or nearby room to be used as Secretariat and Holding Room that can accommodate forty (40) persons● Allowance for ingress of not less than eight (8) hours before the event and egress of not less than three (3) hours after the event● Allowance for technical and production rehearsals of guests before the event● Can accommodate 450 persons (banquet set up) during the event● Must be able to provide a stage that measures at least 12 ft. x 32 ft.● Must have at least one (1) LED wall● Must have basic décor and allowance for other décor items that will be put up by lessee● Provision of sound/audio systems, with at least 6 wireless microphones● Provision of motorized projectors and screen● Must be able to accommodate additional stage set-up and other program requirements such as lights and sound, if so required● With standby generator-set	
<p>2. SECRETARIAT ROOM/HOLDING ROOM</p> <p>Air-conditioned area that will serve as Secretariat Room for PTNI Secretariat and holding/dressing area for guests</p> <ul style="list-style-type: none">● Availability: 21 June 2024, at least eight (8)	



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<p>hours before use of ballroom</p> <ul style="list-style-type: none"> ● Can accommodate at least forty (40) persons ● With provision of tables and chairs ● Free-flowing coffee, tea and drinking water ● On the same floor as the Banquet Hall 	
<p>3. FOYER/RECEPTION AREA</p> <ul style="list-style-type: none"> ● Availability: 21 June 2024, at least three (3) hours before use of ballroom ● Can accommodate the set-up of a registration area, photo wall, and lounge area for a simultaneous arrival and/or use of 500 persons ● Fully air-conditioned foyer area, with provision of cooling fans as needed ● On the same floor as the Banquet and Secretariat room 	
<p>4. FOOD SERVICE REQUIREMENTS</p> <ul style="list-style-type: none"> ● Plated heavy snacks for 450 persons ● Menu should consist of at least the following: pasta, sandwich, dessert and one (1) round iced tea or any beverage to be chosen before the event. ● Free-flowing coffee, tea and water ● Provision of waiters throughout the event ● Waiving of corkage fee for an agreed upon number of food items ● Lunch crew meals for ninety (90) persons. 	

GENERAL REQUIREMENTS:

- Location should be within Quezon City
- Must have at least a 4-star rating or its equivalent supported by a certificate duly issued by the Department of Tourism (DOT)
- With at least 2 Certificates of Satisfactory Service Rating (CSSRs) from previous government or private clients.

OTHER REQUIREMENTS:

- Must have fire escape plan, accessible fire exists, firefighting equipment and excellent ventilation
- Accessible clean comfort rooms/toilets
- Equipped with closed circuit television (CCTV) in strategic locations that will be used during the event
- The venue should have the highest health, hygiene/cleanliness and safety standards and must be able to ensure the health and safety of our employees and guests through the provision of accessible alcohol



- Free secured parking for vehicles of at least 10% of the expected guests
- Availability of medical services in the duration of the lease of the venue
- Strictly implement security measures inside the hotel, including its vicinity

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

Date:	
Company Name:	
Address:	
Contact No.:	
Email Address:	
Business Permit No.:	
Tax Identification No.:	
PhilGEPS Registration Number:	
Payment Terms:	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)

Item Description	Unit Cost	Total Cost
<p>FUNCTION / BALLROOM: Availability: 21 June 2024, 1 :00PM – 5:00PM</p> <ul style="list-style-type: none"> ● BANQUET HALL ● SECRETARIAT ROOM/HOLDING ROOM ● FOYER/RECEPTION AREA 		
<p>FOOD SERVICE:</p> <ul style="list-style-type: none"> ● Plated heavy snacks for 450 persons ● Menu should consist of at least the following: pasta, sandwich, dessert and one (1) round iced tea or any beverage to be chosen before the event. ● Free-flowing coffee, tea and water ● Provision of waiters throughout the event ● Waiving of corkage fee for an agreed upon number of food items ● Lunch crew meals for ninety (90) persons. 		
Total Amount:		₱

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 on the exact date of the event and from receipt of Notice to Proceed.

Signature over Printed Name

Position/Designation