

REQUEST FOR QUOTATION

RFQ No. 2024 – 037

(2nd posting)
31 July 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 **53.9 Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	<p>LOT 1: Supply and Delivery of Hair and Make-up Supplies for Program Production Services (PPS)</p> <p>LOT 2: Supply and Delivery of Hair and Make-up Supplies for PTNI-PCSO Unit</p>
Approved Budget for the Contract (ABC)	<p>LOT 1: Three hundred twenty thousand pesos (PhP 320,000.00)</p> <p>LOT 2: Two hundred eighty-five thousand five hundred eighty-two pesos (PhP 285,582.00)</p>
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 on the day of submission of offer/s:

1. Duly accomplished conformity with technical specifications.
2. PhilGEPS Registration Number or PhilGEPS Certificate of Registration
3. Valid Business/Mayor's Permit
4. Income or Business Tax Return (for 500k above)
5. Duly signed and notarized Omnibus Sworn Statement and, if applicable, notarized Secretary's Certificate in case of corporation, partnership, or cooperative (before the issuance of Notice of Award (NOA)).

Sealed Quotation/proposal shall be submitted **on or before 10:00 am, 12 August 2024**, 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**.


JASMINE B. BARRIOS
 Chairperson, Bids and Awards Committee





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

<i>Description</i>	Statement of Compliance (Please indicate "comply")
<p><u>LOT 1: HAIR & MAKE-UP SUPPLIES (PPS):</u></p> <p>LIQUID FOUNDATION: 84 PCS</p> <ul style="list-style-type: none"> ● Natural matching shade, super blendable, dermatologically tested, suitable for sensitive skin, non-comedogenic. ● Skin type: Oily, Normal ● Face make-up coverage: Full ● Product form: Liquid ● Sun protection range: (SPF): 11-20 ● Volume: at least 300ml 	
<p>PRESSED POWDER: 72 PCS</p> <ul style="list-style-type: none"> ● Face make-up benefits: For even skin color, total coverage of face, hypo allergenic, super stay, 24HR full face coverage. ● Face make-up finish: Matte + poreless ● Color: 220, 312, 310, 128, 120, 128, Rajah, Orleans, Silk, Chino, Organza ● Volume: at least 13g ● Product form: Powder ● Face make-up coverage: Full 	
<p>PRIMER: 12 PCS</p> <ul style="list-style-type: none"> ● Face make-up benefits: Use as base before applying make-up, pore minimizing and mattifying ● Face make-up finish: Matte ● Color: Skin tone ● Product form: Cream ● Skin type: Combination oily and normal ● Make-up coverage: Full ● Volume: at least 30ml 	

<p>CONCEALER: 24 PCS</p> <ul style="list-style-type: none"> ● Face make-up benefits: Natural matching shade, super blendable, dermatologically tested, suitable for sensitive skin ● Color:  ● Skin tone: For fair skin and morena ● Product form: Stick cream ● Skin type combination: Normal ● Face make-up coverage: Full ● Volume: at least 15g 	
<p>MASCARA: 12 PCS</p> <ul style="list-style-type: none"> ● For eyelashes ● Big open eyes effect, long lasting, waterproof, volumizer, eyelash extension ● Color: Black ● Liquid form ● Skin type combination: Normal ● Volume: at least 0.03g 	
<p>BLUSH ON MINI PALETTE: 12 PCS</p> <ul style="list-style-type: none"> ● For cheek bone ● To enhance or emphasize cheek bone ● Color: pink, mahogany, red orange, light red ● Skin tone: Fair, light, and dark skin ● Skin type combination normal ● Volume: at least 22g 	
<p>EYE SHADOW PALETTE: 6 PCS</p> <ul style="list-style-type: none"> ● Gives glow to the eyes, Hypo allergenic ● Color: 16 different shades (combination of warm and cool tone) ● Skin tone: for light, fair, and dark skin ● Product form: Compact palette ● Face make-up coverage: crease of the eyes ● Volume: at least 35g 	
<p>CONTOUR PALETTE: 6 PCS</p> <ul style="list-style-type: none"> ● Used to contour face, enhance the shape of the face, hypo- allergenic, dermatologically tested. ● Make-up finish: Matte ● Color: Shimmer & luminous highlighter, warm, and light bronze, dark and deep bronze. ● Face make-up coverage: Full ● Product form: Compact powder ● Volume: at least 6in1 	

<p>BROW TINT: 12 PCS</p> <ul style="list-style-type: none"> ● For eyebrow ● Lock the shape of eye brow, for lasting effect, waterproof ● Color: Bronze, light brown ● Product form: Liquid gel ● Skin type: Normal ● Volume: at least 7ml 	
<p>LIQUID EYELINER: 12 PCS</p> <ul style="list-style-type: none"> ● Face make-up benefits: Big open eye effect, emphasize perfect shape of eyes ● Color: Black ● Product form: Liquid pen ● For eyelid only ● Volume: at least 3g 	
<p>EYEBROW PENCIL: 54 PCS</p> <ul style="list-style-type: none"> ● For eyebrows ● To shape the brows ● Make-up Finish: Matte ● Color:  ● Skin tone: Fair dark, Morena ● Volume: at least 114g 	
<p>LIPSTICK: 24 PCS</p> <ul style="list-style-type: none"> ● For lips - Use as hydration of the lips and add color, use to apply color, texture lips, waterproof ● Lip finish: Matt, Glossy ● Color: Caramel nude, Pink, Red, Fuchsia, Cherry red, Bush nude ● Volume: at least 5ml 	
<p>HAIR SPRAY: 100 PCS</p> <ul style="list-style-type: none"> ● Extra strong hold spray hairspray with a clean soft shiny finish, formulated with micro-diffusion technology, extra strong hold yet brushable styling. ● Product form: Liquid Spray ● Volume: at least 265ml. 	
<p>MAKE-UP REMOVER / MICELLAR: 12 PCS</p> <ul style="list-style-type: none"> ● To refresh and cleanse skin, deep pores and remove make-up, lipstick, whitening, moisturizing, and dermatologically tested. ● Product form: Liquid ● Protection: Antibacterial ● Volume: at least 400ml. 	



<p>FACIAL SPONGE: 30 PCS</p> <ul style="list-style-type: none"> ● Use as an applicator for liquid foundation, concealer, etc. ● Color: Nude, Tan ● Product form: Suede texture, non- allergenic, round 	
<p>HAIR PINS: 6 BOXES</p> <ul style="list-style-type: none"> ● Use to secure long hair, use to bun hair, use to hold hair in place ● Product form: Metal, Stainless ● Color: Black ● Volume: at least 720 pcs. per box 	
<p>COTTON BUDS: 6 BUNDLES</p> <ul style="list-style-type: none"> ● For cleansing excess eyebrows and lipsticks, cosmetics, antibacterial ● Color: white ● Product form: Hard plastic and cotton ● Volume: at least 200 pcs. per pack (4 packs / bundle) 	
<p>FACIAL TISSUE: 36 PACKS</p> <ul style="list-style-type: none"> ● For removing make-up, wiping of face ● Product type: Unscented and suitable for delicate skin ● Volume: Jumbo pack, 150 sheets, 75 pulls / 3 pcs. / pack ● Size: at least 215mm x 200mm 	
<p>EYEBROW POWDER MINI PALETTE: 12 PCS</p> <ul style="list-style-type: none"> ● Use for eyebrow, waterproof, with moisturizer ● Color light brown, dark brown, light black ● Volume: at least 3.5g 	
<p>BATHROOM TISSUE: 24 PACKS</p> <ul style="list-style-type: none"> ● Benefits: Use for personal hygiene, made from virgin pulp, hypoallergenic, sustainable paper source, no fluorescent additives, treated by high temperature process ● Volume: at least 2 ply x 24 rolls/pack 	
<p>FACIAL COTTON PAD: 36 PACKS</p> <ul style="list-style-type: none"> ● Use for removing make-up excess make-up ● Volume: at least 200 pcs/pack 	
<p>HAIR GEL: 6 BOTTLES</p> <ul style="list-style-type: none"> ● Provides manageability, keeps styled hair in place, conditions and moisturize hair that lacks moisture for added sheen ● Volume: at least 500 ml 	



LIP BALM: 6 PCS

- Moisturizes and protects the lips from dryness, preferably with vitamin E
- Product Type: Cream
- Color: transparent / light red
- Volume: at least 4g

Project Execution

1. The winning bidder shall provide a sample product of make-up supplies (to be identified upon award) before contract signing for the approval of the end-user.
2. The date of expiration of the supplied goods must not be earlier than June 2025
3. The supplied items must be generally recognized as high quality and reputable
4. Missing and damaged items must be immediately replaced by the supplier.
5. All products must be hypoallergenic and original
6. All items supplied shall be properly sealed upon delivery

Delivery:

All items shall be delivered within seven (7) calendar days upon signing of Notice to Proceed

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)

LOT 1: Supply and Delivery of Hair and Make-up Supplies for Program Production Services (PPS)

Qty	Unit	Item Description	Unit Cost	Total Cost
84	pcs.	Liquid Foundation		
72	pcs.	Pressed Powder		
12	pcs.	Primer		
24	pcs.	Concealer		
12	pcs.	Mascara		
12	pcs.	Blush-on mini palette		
6	pcs.	Eye shadow palette		
6	pcs.	Contour palette		
12	pcs.	Brow tint		
12	pcs.	Liquid eyeliner		
54	pcs.	Eyebrow pencil		
24	pcs.	Lipstick		
100	cans	Hair Spray		
12	bottles	Make-up remover / micellar water		
30	pcs.	Facial sponge		
6	boxes	Hair pins		
6	packs	Cotton Buds		

PEOPLE'S TELEVISION NETWORK, INC.

Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1128, Philippines
www.ptvnews.ph | www.ptni.gov.ph | ogm@ptni.gov.ph



36	packs	Facial tissue		
24	packs	Bathroom tissue		
12	pcs.	Eyebrow powder mini palette		
36	packs	Facial cotton pad		
6	bottles	Hair gel		
6	pcs.	Lip balm		
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.

Signature over Printed Name

Position/Designation



Conformity with Technical Specifications

INSTRUCTIONS:

4. Accomplish this part of RFQ correctly and accurately.
5. Do not alter the contents of this form in any way.
6. Please indicate “comply” or sign the form for compliance with the specifications

Description	Statement of Compliance (Please indicate “comply”)
<p>LIQUID FOUNDATION: 60 PCS Face Makeup Benefits: High-performance, long-lasting foundation designed to provide full coverage with a natural finish. It is suitable for all skin types, including sensitive skin, and is available in shades to match skin tones. Color: Fair Shades, Tan Shades, Medium Shades, Deep Shades, Light Shades Volume: at least 30ml Product Form: Liquid bottle Sun Protection Range (SPF): at least SPF30</p>	
<p>TWO-WAY POWDER: 30 PCS Face Makeup Benefits: Used as a setting powder. To provide a smooth, matte finish with buildable coverage, suitable for all skin types. Color: Cool undertones, Warm undertones, Neutral undertones Volume: at least 10g Product Form: Compact Powder Sun Protection Range (SPF): at least SPF20</p>	
<p>PRESSED POWDER: 30 PCS Face Makeup Benefits: Provides a matte finish, controls shine, and sets makeup. It is typically used for daily touch-ups and is suitable for various skin types. Color: Cool undertones, Warm undertones, Neutral undertones Volume: at least 21g Product Form: Compact Powder</p>	
<p>LOOSE POWDER: 30 PCS Face Makeup Benefits: used to set makeup and reduces shine and provides a smooth, matte finish. Offers a natural look and ensures long-lasting makeup wear.</p>	



<p>Color: Cool undertones, Warm undertones, Neutral undertones Volume: at least 20g Product Form: Jar with sifter and lid</p>	
<p>CONCEALER: 15 PCS Face Makeup Benefits: Used to hide blemishes, dark circles, and other imperfections on the skin. Provides coverage and brightens the complexion, creating a flawless base for makeup. Color: Fair Shades, Tan Shades, Medium Shades, Deep Shades, Light Shades Volume: at least 7.8ml Product Form: Liquid and Cream Stick</p>	
<p>BLUSH ON: 15 PCS Face Makeup Benefits: to enhance or emphasize cheek bone, hypoallergenic, waterproof and long wearing and fine powder blush. Color: Pink Shade, Peach Shade, Red Shade, Highlighting Shade Volume: at least 4g Product Form: Compact Powder</p>	
<p>EYEBROW PENCIL: 15 PCS Face Makeup Benefits: To shape the brows Color: Dark Brown, Light Brown, Volume: at least 1.5g Product Form: Pencil type</p>	
<p>EYEBROW TATTOO GEL: 15 PCS Face Makeup Benefits: long-lasting brow perfection. This easy-to-use gel formula tints waterproof , sweatproof and smudgeproof Color: Light brown, Medium Brown, Warm Brown, Grey Brown Volume: at least 7ml Product Form: Liquid Gel</p>	
<p>MATTE BRONZING POWDER: 10 PCS Face Makeup Benefits: used to accentuate the shadows on your face. Color: Light to Medium tones, Deep tones, Champagne and Gold tones, Rose and Pink tones Volume: at least 7g Product Form: Compact Powder</p>	
<p>PRIMER: 10 PCS Face Makeup Benefits: Use as base before applying make-up, pore minimizing and mattifying</p>	



<p>Face make-up finish: Matte Volume: at least 30ml Product Form: Cream</p>	
<p>CONTOUR POWDER: 8 PCS Face Makeup Benefits: Use to contour the face and enhance the shape of the face. Color: Light Brown, Dark Brown, Super Dark Brown Volume: at least 39g Product Form: Palette</p>	
<p>LIQUID EYELINER: 15 PCS Face Makeup Benefits: big open eyes effect and emphasize perfect shape of the eyes, waterproof. Color: Black Volume: at least 1g Product Form: Liquid pen</p>	
<p>EYE SHADOW: 5 PCS Face Makeup Benefits: gives glow to eyes and long lasting use. Color: assorted warm tones and cool tones, colorful and bold tones Skin Tone: applicable to light, fair and dark skin Face coverage: Matte and Glossy Volume: at least 17g Product Form: Palette</p>	
<p>MASCARA: 15 PCS Face Makeup Benefits: Big open eyes effect, long lasting, waterproof, volumizer, eyelash extension. Color: Black Volume: at least 8.5g Product Form: Liquid</p>	
<p>LIPSTICK: 10 PCS Face Makeup Benefits: Use as hydration of the lips and add color. Use to apply color and texture to lips. Makeup Finish: Matte and Glossy Color: Shade of pink, red, nude colors Volume: at least 5ml Product Form: Liquid, Cream, Crayons (any of the ff.)</p>	
<p>LIP BALM: 5 PCS Face Makeup Benefits: Hydrates lips and leaves lips with a natural tint of color for moisturized lips. Color: Natural, Clear Volume: at least 4g Product Form: Wax</p>	



<p>HAIRSPRAY: 20 PCS Hair Benefits: Extreme hard hold hairspray and maintains solid styles without visible residue. Yet brushable styling Product form: Liquid Spray/Bottle Hair Type: Normal Hair Volume: at least 600ml</p>	
<p>MAKE-UP SPONGE AND FOAM: 30 PCS Benefits: Use as applicator for liquid foundation, concealer etc.. Color: Any color Volume: 1 box Product Form: Tear drop shape, Wedge Foam, Round Foam</p>	
<p>TISSUE ROLL: 4 PACKS Benefits: Use for removing make-up, wiping of face Product type: unscented and suitable for delicate skin Volume: Jumbo pack, 150 sheets, 75 pulls/ 3 pcs/pack Size: at least 215 mm x 200 mm</p>	
<p>MAKE-UP REMOVER AND CLEANSING WIPES Qty: 3 bottles Make-up Remover 40 packs Cleansing Wipes Benefits: Refresh and cleanse skin, deep cleanse pores and removes water resistant makeup. Should be alcohol free, paraben free, ultra soft and gentle on skin. Volume: at least 125 ml and 30 sheets Product Form: Bottle (Make-up Remover) Product Form: Wipes (Cleansing Wipes)</p>	
<p>COTTON BUDS: 5 BUNDLES Benefits: Use for cleaning excess eyebrows, lipsticks and other cosmetic materials. Color: White Product Form: Hard plastic and cotton Volume: at least 200 pcs per pack (4 packs/bundle)</p>	
<p>COTTON PADS: 5 PACKS Benefits: Use for facial cleansing and removing make-up. Color: White Product Form: Cotton Volume: at least 3.5 grams</p>	
<p>HAIR CLIP/PIN: 2 BOXES Hair benefits: used to secure long hair , used to bun, used to hold persons in hair in place. Product form: Metal Stainless Color: Black Volume: at least 864 pcs per box , Size: at least 2.4 inches</p>	



<p>HAIR TIES: 5 PACKS Benefits: Use for styling hair. Color: Black Volume: at least 50pcs/packs Product Form: Hair Pony</p>	
<p>HAND WASH: 10 BOTTLES Benefits: For cleansing before doing makeup and cares for hands and is ideal for frequent use. Types: Soft Product Form: Liquid Volume: at least 500ml</p>	
<p>BRUSH AND FOAM CLEANER: 3 BOTTLES Benefits: To clean cosmetic brushes and foam. Types: Alcohol free, Paraben Free, Product Form: Liquid Volume: at least 250ml</p>	
<p>HAIR GEL: 2 pcs Benefits: Used for styling hairs Product Form: Gel Volume: at least 500ml</p>	
<p>HAIR STRAIGHTENING IRON: 1PC Hair Benefits: Use to straighten and curl hair. Product Specification: Fast Heat Up 1hr Auto Off Protection Floating and Lockable At least 6 Temperature selections Slim ergonomic design 360 degree swivel power cord with hanging loop Self regulating heater</p>	
<p>HAIR BLOWER: 1 PC Hair Benefits: Quick Dry Hair Dryer, for curling and making waves and volumes and body of the hair. Product Specification: At least Professional AC Motor 2300W At least 2 Speed and Temperature Switches At least 3 heater Setting Cool Shot Switch Removable Filter 220/240V/50Hz/60HZ</p>	



Project Execution

1. The winning bidder shall provide a sample product of make-up supplies (to be identified upon award) before contract signing for the approval of the end-user.
2. The date of expiration of the supplied goods must not be earlier than December 2024
3. The supplied items must be generally recognized as high quality and reputable
4. The supplied eyeshadow shall have different shades for different skin tones.
5. Missing and damaged items must be immediately replaced by the supplier.
6. All products must be hypoallergenic and original
7. All items supplied shall be properly sealed upon delivery
8. All items shall be delivered within seven (7) calendar days upon signing of Notice to Proceed

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)

Qty	Unit	Item Description	Unit Cost	Total Cost
60	pcs	Liquid Foundation		
30	pcs	Two-Way Powder		
30	pcs	Pressed Powder		
30	pcs	Loose Powder		
15	pcs	Concealer		
15	pcs	Blush On		
15	pcs	Eyebrow Pencil		
15	pcs	Eyebrow Tattoo Gel		
10	pcs	Matte Bronzing Powder		
10	pcs	Primer		
8	pcs	Contour Powder		
15	pcs	Liquid Eyeliner		
5	pcs	Eye Shadow		
15	pcs	Mascara		
10	pcs	Lipstick		
5	pcs	Lip Balm		



20	pcs	Hairspray		
30	pcs	Make-Up Sponge And Foam		
4	packs	Tissue Roll		
3	bottles	Make-Up Remover		
40	packs	Cleansing Wipes		
5	bundles	Cotton Buds		
5	packs	Cotton Pads		
2	boxes	Hair Clip/ Pin		
5	packs	Hair Ties		
10	bottles	Hand Wash		
3	bottles	Brush And Foam Cleaner		
2	pcs	Hair Gel		
1	pc	Hair Straightening Iron		
1	pc	Hair Blower		
Total Amount:				₱

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4. Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
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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

PEOPLE'S TELEVISION NETWORK, INC.

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