

REQUEST FOR QUOTATION

RFQ No. 2024 – 051

22 October 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 52.1 Shopping (b)** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Supply and Delivery of Office Supplies for the fourth (4th) quarter
Approved Budget for the Contract (ABC)	Seventy-two thousand five hundred fifty pesos (PhP 72,550.00)
Source of Fund	Corporate Budget

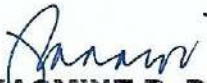
Please submit your quotations/proposals duly signed by you or your duly authorized representative for the item described herein, subject to the Terms and Conditions provided in this RFQ along with the following documents on the day of submission of offer/s:

1. Duly accomplished conformity with technical specifications.
2. PhilGEPS Registration Number or PhilGEPS Certificate of Registration
3. Valid Business/Mayor's Permit

Sealed Quotation/proposal shall be submitted on or before 10:00 am, 04 November 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

Description		Statement of Compliance (Please indicate "comply")
100 rolls	TAPE, masking, 48 mm <ul style="list-style-type: none"> • Width: 48mm • Usable length: 50 meters 	
50 bxs	CLIP, backfold, 19mm/ 1/4" <ul style="list-style-type: none"> • 12 pieces per box • All metal • Binding Capacity: at least 5.5mm 	
40 bxs	CLIP, backfold, 25mm/ 1" <ul style="list-style-type: none"> • 12 pieces per box • All metal • Binding Capacity: at least 9.5mm 	
40 bxs	CLIP, backfold, 32mm/ 1 1/4" <ul style="list-style-type: none"> • 12 pieces per box • All metal • Binding Capacity: at least 12mm 	
100 pcs	Correction tape <ul style="list-style-type: none"> • Disposable • Gear type • single line tape 	
50 pcs	MARKER, Permanent <ul style="list-style-type: none"> • Ink color: Black • Tip: Felt 	
20 pcs	MARKER, Permanent <ul style="list-style-type: none"> • Ink color: Blue • Tip: Felt 	
15 pcs	MARKER, Permanent <ul style="list-style-type: none"> • Ink color: Red 	

	<ul style="list-style-type: none"> Tip: Felt 	
50 pcs	MARKER, Whiteboard, Black <ul style="list-style-type: none"> Ink color: Black Tip: Felt 	
20 pcs	MARKER, Whiteboard, Blue <ul style="list-style-type: none"> Ink color: Blue Tip: Felt 	
10 pcs	MARKER, Whiteboard, Red <ul style="list-style-type: none"> Ink color: Red Tip: Felt 	
75 bxs	Paper Clip <ul style="list-style-type: none"> 33mm Vinyl/plastic coated Assorted colors 	
30 bxs	Paper Clip <ul style="list-style-type: none"> 50mm (jumbo) vinyl/plastic coated Assorted colors 	
3 pcs	Stapler <ul style="list-style-type: none"> Standard type Loading capacity: 200 staple wires Staple pusher shall be a metal piece and not spring 	
5 bxs	Staple wire <ul style="list-style-type: none"> For standard type stapler (no.35) Five thousand (5,000) wires per box 	
15 pads	Notepad stick on <ul style="list-style-type: none"> 3" x 4" One hundred sheets per pad Assorted colors 	
5 pads	Pad paper, ruled <ul style="list-style-type: none"> 90 sheets per pad White or yellow 	
5 bxs	Pen (ballpen) <ul style="list-style-type: none"> Ballpoint Black ink 50pcs per box with or without non-slip grip 	

2 bxs	<p>Pen (ballpen)</p> <ul style="list-style-type: none"> ● Ballpoint ● Blue ink ● 50pcs per box ● with or without non-slip grip 	
1 box	<p>Pen (ballpen)</p> <ul style="list-style-type: none"> ● Ballpoint ● Red ink ● 25 pcs per box ● with or without non-slip grip 	
10 bxs	<p>Pen (ballpen)</p> <ul style="list-style-type: none"> ● Ballpoint ● Violet ink ● 12 pcs per box ● with or without non-slip grip 	
10 bxs	<p>Pen (ballpen)</p> <ul style="list-style-type: none"> ● Ballpoint ● Green ink ● 12 pcs per box ● with or without non-slip grip 	
30 pcs	<p>Sign Pen</p> <ul style="list-style-type: none"> ● Black ink ● Tip: 0.5mm, needle or conical tip ● Type: Gel ● with or without non-slip grip 	
25 bxs	<p>Paper Fastener</p> <ul style="list-style-type: none"> ● Plastic ● 7mm ● 50 sets per box ● Assorted colors 	
50 pads	<p>Page Marker (sign here stickers)</p> <ul style="list-style-type: none"> ● One hundred (100) sheet per pad ● Assorted colors 	
30 rolls	<p>Duct tape</p> <ul style="list-style-type: none"> ● Roll Width: 48mm x 10m ● Color: Grey/Silver ● Adhesive: Rubber ● Backing: Polyethylene film over cloth scrim 	

30 rolls	Duct tape <ul style="list-style-type: none"> ● Roll Width: 1.88 x 20 yards ● Color: Black ● Adhesive: Rubber ● Backing: Polyethylene film over cloth scrim 	
8 cartridges	Ink Cartridge, T6641 <ul style="list-style-type: none"> ● Ink Color: Black ● Compatible for Epson L100/ L200 printer 	
5 cartridges	Ink Cartridge, T6641 <ul style="list-style-type: none"> ● Ink Color: Cyan ● Compatible for Epson L100/ L200 printer 	
5 cartridges	Ink Cartridge, T6641 <ul style="list-style-type: none"> ● Ink Color: Magenta ● Compatible for Epson L100/ L200 printer 	
5 cartridges	Ink Cartridge, T6641 <ul style="list-style-type: none"> ● Ink Color: Yellow ● Compatible for Epson L100/ L200 printer 	
3 cartridges	Ink Cartridge, HP678 <ul style="list-style-type: none"> ● Ink color: Black ● Compatible for HP Deskjet Ink Advantage 2515 or 2515 e-All-in-One Printer 	
6 cartridges	Ink Refill 003 <ul style="list-style-type: none"> ● Ink color: black ● Compatible for Epson L3216 printer 	
3 cartridges	Ink Refill 003 <ul style="list-style-type: none"> ● Ink color: Cyan ● Compatible for Epson L3216 printer 	
3 cartridges	Ink Refill 003 <ul style="list-style-type: none"> ● Ink color: Magenta ● Compatible for Epson L3216 printer 	
3 cartridges	Ink Refill 003	



	<ul style="list-style-type: none">• Ink color: Yellow• Compatible for Epson L3216 printer	
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General requirements:

- All office supplies must be new, in original packaging, and free from defects. Items must meet the specifications specified above.
- All delivered items are subject to inspection upon receipt.
- Defective items shall be replaced within three (3) calendar days

Delivery Terms:

Fifteen (15) calendar days upon receipt of Notice to Proceed.

Note: CONTACT INFORMATION FOR DELIVERY COORDINATION:

The winning bidder shall coordinate with the Property Section for the schedule of delivery of items awarded through ***property@ptni.gov.ph*** or **09985959472**.

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	QTY	Unit Cost	Total Cost
TAPE, masking, 48 mm	100 roll		
CLIP, backfold, 19mm/ 1/4"	50 bxs		
CLIP, backfold, 25mm/ 1"	40 bxs		
CLIP, backfold, 32mm/ 1 1/4"	40 bxs		
Correction tape	100 pcs		
Permanent Marker, Black	50 pcs		
Permanent Marker, Blue	20 pcs		
Permanent Marker, Red	15 pcs		
Whiteboard Marker, Black	50 pcs		
Whiteboard Marker, Blue	20 pcs		
Whiteboard Marker, Red	10 pcs		
Paper Clip, 33mm	75 bxs		
Paper Clip 50mm (jumbo)	30 bxs		
Stapler Standard type	3 pcs		
Staple wire no. 35	5 bxs		
Notepad stick on 3" x 4"	15 pads		
Pad paper, ruled	5 pads		

PEOPLE'S TELEVISION NETWORK, INC.

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Pen (ballpen), black	5 bxs		
Pen (ballpen), blue	2 bxs		
Pen (ballpen), red	1 box		
Pen (ballpen), violet	10 bxs		
Pen (ballpen), green	10 bxs		
Sign Pen, black	30 pcs		
Plastic Fastener 7mm	25 bxs		
Page Marker (sign here stickers)	50 pads		
Duct tape 48mm x 10m	30 rolls		
Duct tape 1.88 x 20 yards	30 rolls		
Ink Cartridge, T6641 Black	8 cartridges		
Ink Cartridge, T6641 Cyan	5 cartridges		
Ink Cartridge, T6641 Magenta	5 cartridges		
Ink Cartridge, T6641 Yellow	5 cartridges		
Ink Cartridge, HP678 Black	3 cartridges		
Ink Refill 003 black	6 cartridges		
Ink Refill 003 Cyan	3 cartridges		
Ink Refill 003 Magenta	3 cartridges		
Ink Refill 003 Yellow	3 cartridges		
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.

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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