

REQUEST FOR QUOTATION

RFQ No. 2024 – 054

15 November 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 Republic Act No. 9184.

Name of Project	Lease / Rental of Ten (10) Units Multifunction Photocopier Machines for PTNI Manila
Approved Budget for the Contract (ABC)	Seven hundred eighty thousand pesos (PhP 780,000.00)
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
4. Income or Business Tax Return (for ABCs above PhP 500,000.00)
5. Product data sheet or brochure of the offered goods
6. Duly signed and notarized Omnibus Sworn Statement (for ABCs above PhP 50,000.00) 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 10:00am, 22 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 **+63917-5864-993**.


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”)
<p>One (1) year lease / rental of ten (10) units multifunction photocopier machines</p> <ul style="list-style-type: none"> ● Multi functions printers (Copier, Network Printer, Scanner) ● Network Printing Capability ● With LCD display, user friendly, and with capability to deliver clear and high-quality copies ● Single/Double Sided Printing ● With Electric Sorter ● Continuous copying 1-9999 copies ● Copy paper size – up to A3 ● Copying speed: at least minimum of 36 copies/per minute ● Scanning speed: at least 45 minimum image per minute ● Paper Trays: minimum of Two (2) trays plus bypass ● Wifi Capable 	

GENERAL REQUIREMENTS

- The CONTRACTOR will provide leased equipment, servicing, toner, kits and suitable highest quality spare parts within the specified period to complete the project.
- The CONTRACTOR shall provide the PTNI with ten (10) units of multifunction photocopier machines.
- The CONTRACTOR shall supply all consumables, i.e., toner, developer, etc. and shall be for the account of the CONTRACTOR excluding copy paper.
- All toner and other consumables provided must be brand new and



original. Refilling of toner is not allowed.

- The CONTRACTOR shall provide a maximum of 65,000 copies per month. If the maximum copies are not fully consumed in a month, the contractor shall agree to carry over the remaining balance to the following month until the free maximum of 65,000 copies is met.

SCOPE OF WORK

- The CONTRACTOR shall undertake the works implementation of the “One-Year Lease/Rental of Multifunction Photocopier Machines” which can copy/print/scan/fax all in accordance with the specifications such as but not limited to the terms and conditions of the contract.
- The CONTRACTOR shall perform the installation, testing, commissioning of all equipment. All necessary tests, services and inspections to assure the system functions shall be checked and approved before the acceptance test. Consideration shall be given to the fact that installation or tests of other systems within the same building may be carried out during the same period.
- The CONTRACTOR shall install the leased equipment in the following designated departments/offices:

Department / Offices	Location	No. of units
Office of the General Manager	3rd floor	1
Finance	3rd floor	1
Property	2nd floor	1
Administrative Division	3rd floor	1
Public Affairs	3rd floor	1
Bids and Awards Committee	3rd floor	1
Engineering Division	2nd floor	1
Commission on Audit	3rd floor	1
News Division	Ground floor	1
Airtime Management (Traffic, Programming, Library)	2nd floor	1
TOTAL NO. OF UNITS		10



- The CONTRACTOR shall install units in the presence of the end-user or his/her representative.
- Without additional cost to the PTNI, the CONTRACTOR shall deploy technicians who shall conduct monthly unit inspection and calibration to keep the machines in good working condition at all times. The technicians shall report to PTNI and with the assistance of PTNI authorized personnel, Mondays to Fridays, at 8:00am to 5:00pm. Any damage/unserviceable parts shall be repaired/replaced without charge to PTNI within the duration of the lease contract.
- The CONTRACTOR shall observe the maximum response time of within four (4) hours from the time the PTNI makes its request for on-site services during regular working days. In case of prolonged or recurring mechanical failure on the units/s and/or unserviceable within 24 hours or one day from the time of notice, the CONTRACTOR must provide replacement unit/s.
- The CONTRACTOR shall be responsible for the disposal of empty cartridges, toners, drums, and other waste materials obtained from the repairs and maintenance of the equipment.
- The CONTRACTOR shall conduct Technical Training to PTNI personnel for the administration, operation, maintenance and handling of the products to be supplied at no cost to the PTNI. This covers the requirements for operational and technical training to enable correct use, operation, and maintenance of the leased machines. The comprehensive training shall be provided to ensure that operation and maintenance personnel will be capable to competently operate and maintain the system.
- The CONTRACTOR shall immediately provide/replace copier machine/s to the PTNI upon request, if the parts needed for the repair of the unit are not available within twenty-four (24) hours from receipt of advice from the PTNI under the same terms and conditions of the contract.
- The PTNI shall, without additional cost, benefit from any improvement that may be introduced in said machines due to advancements in technology.

CONTRACT PRICE

- The contract price is inclusive of all dues and taxes.
- No changes shall be made on the Contract Price by reason of escalation in currency. Any adjustment in Contract Price shall be done in accordance with guidelines provided by law.
- The payment of escalation costs shall be subject to the unilateral and written approval of PTNI and to availability of funds.

RESPONSIBILITIES OF THE CONTRACTOR

- The CONTRACTOR shall observe the required standards of safety and procedures and that its contract and workers shall be properly insured



against all risks. The contractor's personnel present a COVID-19 vaccination card in observance of the PTNI's house regulations together with Work Permit.

- The CONTRACTOR's workers are limited to the designated working area only. Loitering around and inside the PTNI premises is not allowed.

TERMINATIONS

- Subject to the procedure prescribed by law, the PTNI may terminate the contract if upon expiration of the contract; the parties may agree to extend the same. Said extension shall be governed by the same terms and conditions herein stipulated, and may be terminated by either party by means of a written notice served upon the other party at least thirty (30) days prior to the date of such termination.
- Upon termination or expiration of the contract, the PTNI shall return the machines and accessories to the CONTRACTOR by allowing the latter, on a date and time agreed upon by both the PTNI and CONTRACTOR, to enter the PTNI premises for the purpose of retrieving the machines.

PAYMENTS

- PTNI shall be billed on a monthly basis.
- All payments made shall be subject to the usual government accounting and auditing rules and regulations.

LIQUIDATED DAMAGES

- Failure to comply with the terms and conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount to 1/10 of 1% of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, PTNI shall rescind the contract, without prejudice to other courses of action and remedies open to it.

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

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



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
One (1) year lease / rental of Multifunction Photocopier Machines	10 units		
Total Amount:			₱

General Terms and Conditions

- Bidders shall provide the correct and accurate information required in the forms.
- All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
- The PTNI shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
- All items should be delivered within the period specified in the Purchase Order / Job Order.
- 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.
- 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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