



REQUEST FOR QUOTATION

RFQ No. 2024 – 057

26 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	Supply and Delivery of Office Furniture for the Build Better More (BBM) Legacy Campaign Project Management and Production Team(PPMT)
Approved Budget for the Contract (ABC)	Two hundred forty-two thousand two hundred twenty pesos (PhP 242,220.00)
Source of Fund	General Funds


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, 02 December 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”)
Office chair <ul style="list-style-type: none">● Qty: 30 pcs● Midback chair with armrest● Adjustable (gaslift)● PVC black or black fabric back and seat● PVC starbase with castors wheels	
Office Table <ul style="list-style-type: none">● Qty: 20 pcs● Laminated particle board● Dimensions: At least L120 x W60 x H75cm	

Price Inclusions

- Cost of delivery and inspection
- Cost of the equipment
- Cost of materials and labor for installation
- Warranty coverage

Project Location

- BBM Legacy Campaign PMPT War Room, Studio C, PTV Main Station, Broadcast Complex, Visayas Avenue, Brgy. Vasra, Diliman, Quezon City

Project Execution

1. Delivery terms and conditions

- The supplier shall deliver only brand-new office furniture in original packaging.
- The supplier shall send a delivery notification email to the PMPT at bbmlegacyproject@ptni.gov.ph at least two (2) calendar days prior to the scheduled delivery date.
- A minimum of three (3) supplier personnel must be provided at the supplier's expense to assist in the delivery of items to the designated project



location. The supplier must present one (1) original and four (4) certified true copies of the delivery receipt upon delivery

1. Inspection

- The supplier must ensure that at least one (1) knowledgeable representative to the supplied goods is available at the time of delivery to verify that all items are brand new and free from any manufacturing defects.
- All furniture must remain sealed in its original packaging prior to inspection.
- The opening of each item shall be conducted in the presence of the Inspection Team
- The supplier shall promptly replace within two (2) days any defective items identified during the inspection.

1. Assembly

- All furniture assembly shall take place within the PTNI Broadcast Complex. Assembly at the supplier's office or warehouse is not permitted.
- The supplier must ensure that all furniture is assembled properly and securely in the presence of the Inspection Team.
- The supplier shall provide all necessary materials and tools required for the assembly at no additional cost to the procuring entity.

Project Completion

- The project shall be completed within five (5) calendar days from the date of the Notice to Proceed.

Project Acceptance

- The end-user shall issue a Certificate of Completion and Final Acceptance (CCFA) after the completion of delivery.

After-sales or Service Requirements

- The warranty period for the gas-lift cylinder, cater wheel, and seat plate against factory defects is within one (1) year from the date of acceptance. Any claims within this period shall be rectified by the supplier within five (5) calendar days from notice of PTNI.

Note: 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

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
Office Chair	30	pcs.	
Office table	20	pcs.	
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

PEOPLE'S TELEVISION NETWORK, INC.

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