



## REQUEST FOR QUOTATION

**RFQ No. 2024 – 053**

06 December 2024

(3rd posting)

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.

<b>Name of Project</b>	<b>Supply and Delivery of Corporate Giveaways</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>One hundred thousand pesos (PhP 100,000.00)</b>
<b>Source of Fund</b>	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
7. (NOA)).

Sealed quotation/proposal shall be submitted on or before 10:00am, 11 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

**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



## 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><b>(Level 1) - High Ranking Elected Official, Cabinet Secretary, Undersecretary, CEO, COO, and others of similar rank</b></p> <ul style="list-style-type: none"> <li>● Quantity: 35 pcs.               <ol style="list-style-type: none"> <li>1. Gadget organizer</li> <li>2. Travel cube (2pcs.)</li> <li>3. Luggage tag</li> <li>4. Luggage cover</li> <li>5. Box packaging with gift tag</li> </ol> </li> </ul>	
<p><b>(Level 2) - Director, Division Chief, OICs, and others of similar rank</b></p> <ul style="list-style-type: none"> <li>● Quantity: 30 pcs.               <ol style="list-style-type: none"> <li>1. Gadget organizer</li> <li>2. Pouch</li> <li>3. Travel cube (2pcs.)</li> <li>4. Box packaging with gift tag</li> </ol> </li> </ul>	
<p><b>(Level 3) - Administrative Officers, Liaison Officer, and others staff</b></p> <ul style="list-style-type: none"> <li>● Quantity: 35 pcs.               <ol style="list-style-type: none"> <li>1. Coffee press</li> <li>2. 250g local coffee beans</li> <li>3. Glass mug with cover</li> <li>4. Wooden coaster</li> <li>5. Box packaging with gift tag</li> </ol> </li> </ul>	



## PROJECT EXECUTION

- The Supplier shall deliver brand new goods/items with **PTV Logo and gift tags**.
- The Supplier shall ensure that all items are delivered within fifteen (15) calendar days after signing of Notice to Proceed.
- The Supplier shall ensure that all goods/items are assembled properly and securely in accordance with manufacturer guidelines and applicable safety standards.
- Defective items duly identified during the delivery shall be replaced within 2 to 3 days.
- The gross selling price or gross value is **VAT inclusive**.

## CONDITIONS OF THE CONTRACTS

- The supplier shall ensure that the items delivered are in accordance with the specifications required by PTNI.
- PTNI has the right to reject delivery of items delivered that are found to be defective and not in accordance with the required specifications.
- The design shall be the exclusive property of the People's Television Network, Inc.
- Use of the project and agency names and logo branding/identity materials, including any and all variants, provided by the PTNI shall solely be for the intended and authorized purpose under the issued Purchase Order (PO) and/or contract.
- The supplier shall remove from their system all project files and copies of PTNI name, logo, and branding/identity materials and shall issue a signed certification after the completion or cancellation of contract.
- The supplier shall be legally liable for any unauthorized use of the agency name and logo branding/identify materials.

*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

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### 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

<b>Date:</b>	
<b>Company Name:</b>	
<b>Address:</b>	
<b>Contact No.:</b>	
<b>Email Address:</b>	
<b>Business Permit No.:</b>	
<b>Tax Identification No.:</b>	
<b>PhilGEPS Registration Number:</b>	
<b>Payment Terms:</b>	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
(Level 1) - High Ranking Elected Official, Cabinet Secretary, Undersecretary, CEO, COO, and others of similar rank 1. Gadget organizer 2. Travel cube (2pcs.) 3. Luggage tag 4. Luggage cover 5. Box packaging with gift tag	35 pcs		
(Level 2) - Director, Division Chief, OICs, and others of similar rank 1. Gadget organizer 2. Pouch 3. Travel cube (2pcs.) 4. Box packaging with gift tag	30 pcs.		
(Level 3) - Administrative Officers, Liaison Officer, and others staff 1. Coffee press 2. 250g local coffee beans 3. Glass mug with cover 4. Wooden coaster 5. Box packaging with gift tag	35 pcs.		
<b>Total Amount:</b>			<b>₱</b>



### **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