

REQUEST FOR QUOTATION

RFQ No. 2024 – 060

18 December 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 of Venue and Provision of Catering Services for the Conduct of Tribute to PTNI Pillars.
Approved Budget for the Contract (ABC)	Two hundred fifty-five thousand pesos (PhP 255,000.00)
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. 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)).
6. Valid sanitary permit
7. Valid fire permit (Fire Safety Inspection Certificate [FSIC])
8. Proposed menu choices (subject to final approval by the Network and agreed changes between parties)
9. Proposed venue setup (subject to final approval by the Network and agreed changes between parties).

Sealed quotation/proposal shall be submitted **on or before 10:00am, 27 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”)
<p>Availability, Location and Site Condition - (50%)</p> <ul style="list-style-type: none"> ● The event venue shall be within a four (4)-kilometer radius of Visayas Avenue. ● It should be easily accessible through main thoroughfares and public transport ● The venue will be utilized for four (4) hours for the event on 27 February 2025, exclusive of three (3) hours for ingress and one (1) hour for egress ● Free parking space must be available for guests, staff, and Network vehicles, with assistance provided as needed 	
<p>Neighborhood Data - (5%)</p> <ul style="list-style-type: none"> ● Sanitation and health condition - The venue shall have proper waste management facilities, including garbage bins. 	
<p>Venue (45%)</p> <ul style="list-style-type: none"> ● Structural Condition <ul style="list-style-type: none"> ➢ The buffet, dining, and stage areas should preferably be on the ground floor or in an area that is readily accessible to persons with disabilities, mobility issues, or the elderly. ➢ The venue should have wheelchair ramps and comfort rooms/toilets or cubicles accessible to persons with disabilities, mobility issues, or the elderly. ➢ Two (2) managed buffet-style tables should be available outside the hall, with plated food for twenty (20) persons. ● Functionality <ul style="list-style-type: none"> ➢ The venue should accommodate up to one hundred fifty (150) guests. ➢ A banquet hall that can accommodate a 	

PEOPLE'S TELEVISION NETWORK, INC.

<p>setup of at least fifteen (15) round tables, with ten (10) chairs each, is required.</p> <ul style="list-style-type: none"> ➤ A registration desk should be available in the pre-function area. ➤ Tables for souvenirs and plaques should be set up in the function area. ➤ A designated work area/station for production staff should be provided. ➤ A complimentary room or lounge for performers and makeup artists should be available. ➤ The venue should allow the Network to bring its preferred venue stylist. <ul style="list-style-type: none"> ● Facilities <ul style="list-style-type: none"> ➤ The venue must be well-ventilated and fully air-conditioned. ➤ Free access to wireless internet must be provided. ➤ Basic audio, video, and lighting equipment must be available. ➤ Preferably, the venue should have separate comfort rooms for seniors and PWDs ● Other requirements <ul style="list-style-type: none"> ➤ The venue should preferably have a nature or garden setup. ➤ Provision of engineering services for the setup of lights, sounds, and related requirements, as well as janitorial services for hygiene ● Catering Services <ul style="list-style-type: none"> ➤ Food and beverage arrangements should include: Buffet: one (1) appetizer, one (1) soup, a salad station with mixed greens and condiments, a main dish selection of pork, chicken, fish, vegetables, and rice, one (1) pasta, two (2) desserts, and one (1) round of beverage. 	
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Other Documentary Requirements

During the submission of bids, the following documents must be submitted in addition to the required technical requirements:

- Valid sanitary permit
- Valid fire permit (Fire Safety Inspection Certificate [FSIC])
- Proposed menu choices (subject to final approval by the Network and agreed changes between parties)

- Proposed venue setup (subject to final approval by the Network and agreed changes between parties).

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
Lease of Venue and Provision of Catering Services	1 lot		
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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