

## REQUEST FOR QUOTATION

**RFQ No. 2025 – 002**

**06 February 2025**

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 of the Republic Act No. 9184

<b>Name of Project</b>	One (1) Year Lease / Rental of Multifunction Photocopier Machines
<b>Approved Budget for the Contract (ABC)</b>	<b>Seven hundred twenty thousand pesos (PhP 720,000.00)</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. Valid Business/Mayor's Permit
2. Duly accomplished conformity with technical specifications.
3. PhilGEPS Registration Number or PhilGEPS Certificate of Registration
4. Income or Business Tax Return (for ABC's PhP 500,000.00 above)
5. Duly signed and notarized Omnibus Sworn Statement and, if applicable, notarized Secretary's Certificate in case of corporation, partnership, or cooperative *shall be submitted before the issuance of Notice of Award.*


**Additional requirement/s** shall be submitted on the day of submission of offer or during the evaluation period:

1. Product data sheet or brochure of the offered goods

**Sealed Quotation/proposal** shall be submitted **on or before 10:00 am, 14 February 2025**, 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

<b>Description</b>	<b>Statement of Compliance</b> (Please indicate “comply”)
<b>One (1) year lease / rental of twelve (12) units multifunction photocopier machines</b> <ul style="list-style-type: none"><li>• Multi-functions printers (Copier, Network Printer, Scanner)</li><li>• Network Printing Capability</li><li>• With LCD display, user friendly, and with capability to deliver clear and high-quality copies</li><li>• Single/Double Sided Printing</li><li>• With Electric Sorter</li><li>• Continuous copying 1-999 copies</li><li>• Copy paper size – up to A3</li><li>• Copying speed: between 31-36 copies/per minute</li><li>• Scanning speed: capable of scanning 45 images per minute</li><li>• Paper Trays: minimum of two (2) trays plus bypass</li><li>• Wifi Capable and network connectivity</li></ul>	

### **GENERAL REQUIREMENTS**

- The CONTRACTOR shall provide leased equipment, servicing, toner, kits and spare parts within the specified period to complete the project.
- The CONTRACTOR shall provide the PTNI with twelve (12) units of multifunction photocopier machines. The Contractor shall deliver either brand new or refurbished, remanufactured machines from the year 2020 and up, as long as the machines are in good working condition.
- The CONTRACTOR shall supply all necessary consumables, such as toner and developer excluding copy paper.
- All toner and other consumables provided shall be brand new, sealed and original. Refilling of toner is not allowed.
- Rental of twelve (12) units of photocopier machines shall be per copy (actual usage), inclusive of VAT or a maximum copy of 90,000 per month.

- The CONTRACTOR shall ensure the automatic shutdown of each unit upon reaching the maximum limit volume per office as per Section III (3). In case of failure of the machine to automatically shut down upon reaching the maximum limit of copies assigned per office, PTNI shall not be liable to the excess.

#### **SCOPE OF WORK**

- The CONTRACTOR shall undertake the implementation of the “One-Year Lease/Rental of Multifunction Photocopier Machines” which can copy/print/scan all in accordance with the specifications such as but not limited to the terms and conditions of the contract.
- The CONTRACTOR shall perform the delivery, installation, and make the equipment operational within five (5) calendar days from confirmation of the Job Order. 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:

<b>Department / Offices</b>	<b>Location</b>	<b>No. of units</b>
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
Provincial Network Division	3rd floor (Engineering Building)	1
PPS Division	3rd floor	1
<b>TOTAL NO. OF UNITS</b>		<b>12</b>

- The CONTRACTOR shall install units in the presence of a representative per division/unit/section.
- Without additional cost to the PTNI, the CONTRACTOR shall deploy technicians on the last working day of the month to conduct calibration, resetting and reading.
- The CONTRACTOR shall also conduct monthly inspection and maintenance 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 and/or unserviceable unit/s, the CONTRACTOR must provide replacement unit/s within 24 hours or one day from the time of notice.
- 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 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 inflation.

#### **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 must present a Company ID and Work Permit in observance of the PTNI's house regulations.
- The CONTRACTOR's workers shall be limited to the designated working area only. Loitering around and inside the PTNI premises is not allowed.

#### **TERMINATION**

- The contract shall be terminated in accordance with Annex I "Guidelines on Termination of Contracts" of RA 9184 and its revised Implementing Rules and Regulations.

#### **PRE-TERMINATION**

- The contract for the rental of 12 units of Multifunction Photocopier Machine may be terminated by PTNI for any violation of the terms of the contract. In case of pre-termination, the CONTRACTOR shall be informed by PTNI

- thirty (30) days prior to such termination.
- In case of pre-termination, the CONTRACTOR shall be liable to additional liquidated damages equivalent to 10% of the contract price provided by the Government Accounting Manual (GAM) and forfeiture of the Performance Security.
  - The PTNI shall have the right to blacklist the CONTRACTOR in case of pre-termination.

#### **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.

#### **CONFIDENTIALITY CLAUSE**

- To ensure the confidentiality of all data that may be stored in the hard drive of each photocopier, the CONTRACTOR shall uphold strict confidentiality of any data/information. Any violation of the confidentiality clause, shall be a ground for the termination of the contract and the filing of the civil/criminal action under the pertinent provisions of the Revised Penal Code.

**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

<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
One (1) year lease / rental of Multifunction Photocopier Machines	12 units		
<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