

## REQUEST FOR QUOTATION

**RFQ No. 2025 – 014**

21 July 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 52.1 (b) Shopping** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

<b>Name of Project</b>	Supply and Delivery of Office Supplies
<b>Approved Budget for the Contract (ABC)</b>	Three hundred thousand six hundred ten pesos (PhP 300,610.00)
<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

**Additional requirements:**

1. Certificate confirming that the supplied inks and toners are original (genuine) or provide Certificate of Authenticity or Certificate of Originality
2. Picture of the offered goods with detailed Product Specifications

**Sealed Quotation/proposal** shall be submitted **on or before 10:00 am, 30 July 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**.







**REGINE T. CELESTRE**

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









MINIMUM SPECIFICATION	SAMPLE PICTURE	QTY	Statement of Compliance (Please indicate “comply”)
Pen (ballpen) <ul style="list-style-type: none"> <li>• Ballpoint</li> <li>• Black ink</li> <li>• with or without non-slip grip</li> </ul>		50 pcs	
Pen (ballpen) <ul style="list-style-type: none"> <li>• Ballpoint</li> <li>• Blue ink</li> <li>• with or without non-slip grip</li> </ul>		20 pcs	
Ink refill for stamp pad <ul style="list-style-type: none"> <li>• color: blue</li> <li>• size: 30ml</li> </ul>		10 bottles	
Electrical tape <ul style="list-style-type: none"> <li>• 3/4"</li> <li>• Color: black</li> </ul>		5 rolls	
Masking tape <ul style="list-style-type: none"> <li>• size: 24mm</li> </ul>		20 rolls	


Packaging tape <ul style="list-style-type: none"> <li>size: 48mm</li> </ul>		30 rolls	
Transparent Tape <ul style="list-style-type: none"> <li>size: 24mm</li> </ul>		10 rolls	
Transparent Tape <ul style="list-style-type: none"> <li>size: 48mm</li> </ul>		5 rolls	
Twine plastic <ul style="list-style-type: none"> <li>color: black</li> </ul>		5 rolls	
Plastic ruler <ul style="list-style-type: none"> <li>transparent,</li> <li>12inches</li> </ul>		5 pieces	
CLIP, backfold, 19mm <ul style="list-style-type: none"> <li>12 pieces per box</li> <li>All metal</li> <li>Binding Capacity: at least 5.5mm</li> </ul>		10 bxs	
CLIP, backfold, 25mm <ul style="list-style-type: none"> <li>12 pieces per box</li> <li>All metal</li> <li>Binding Capacity: at least 9.5mm</li> </ul>		20 bxs	







<p>CLIP, backfold, 32mm/ 1 ¼"</p> <ul style="list-style-type: none"> <li>• 12 pieces per box</li> <li>• All metal</li> <li>• Binding Capacity: at least 32mm</li> </ul>		10 bxs	
<p>CLIP, backfold, 50mm</p> <ul style="list-style-type: none"> <li>• 12 pieces per box</li> <li>• All metal</li> <li>• Binding Capacity: at least 50mm</li> </ul>		14 bxs	
<p>Plastic Fastener</p> <ul style="list-style-type: none"> <li>• 7mm</li> <li>• 50 sets per box</li> <li>• Assorted colors</li> </ul>		15 boxes	
<p>File Tab Divider</p> <ul style="list-style-type: none"> <li>• A4 size</li> <li>• assorted colors</li> <li>• 5pcs/pack</li> </ul>		80 sets	
<p>MARKER, Permanent</p> <ul style="list-style-type: none"> <li>• Ink color: Black</li> <li>• Tip: Felt</li> <li>• Refillable</li> </ul>		50 pcs	
<p>MARKER, Permanent</p> <ul style="list-style-type: none"> <li>• Ink color: Red</li> <li>• Tip: Felt</li> <li>• Refillable</li> </ul>		20 pcs	
<p>MARKER, Whiteboard, Black</p> <ul style="list-style-type: none"> <li>• Ink color: Black</li> <li>• Tip: Felt</li> </ul>		70 pcs	

<b>MARKER, Whiteboard, Blue</b> <ul style="list-style-type: none"> <li>• Ink color: Blue</li> <li>• Tip: Felt</li> </ul>		30 pcs	
<b>MARKER, Whiteboard, Red</b> <ul style="list-style-type: none"> <li>• Ink color: Red</li> <li>• Tip: Felt</li> </ul>		30 pcs	
<b>Paper Clip</b> <ul style="list-style-type: none"> <li>• 33mm</li> <li>• Vinyl/plastic coated</li> <li>• Assorted colors</li> </ul>		35 bxs	
<b>Paper Clip</b> <ul style="list-style-type: none"> <li>• 50mm (jumbo)</li> <li>• vinyl/plastic coated</li> <li>• Assorted colors</li> </ul>		70 bxs	
<b>Paper Trimmer/ Cutting Machine</b> Type <ul style="list-style-type: none"> <li>• cutting capacity: at least 400 sheets</li> <li>• heavy duty</li> </ul>		1 unit	
<b>Pencil Sharpener</b> <ul style="list-style-type: none"> <li>• manual</li> <li>• compact double holes</li> </ul>		3 pieces	
<b>Rubber Band</b> <ul style="list-style-type: none"> <li>• Heavy Duty</li> <li>• 350grams</li> </ul>		5 packs	




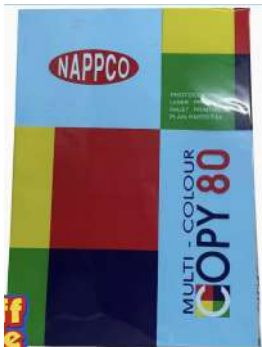



Stamp pad felt <ul style="list-style-type: none"> <li>Pre-inked</li> </ul>		3 pieces	
Scissors <ul style="list-style-type: none"> <li>Symmetrical/Asymmetrical</li> </ul>		3 pairs	
Stapler with remover <ul style="list-style-type: none"> <li>Standard Type</li> </ul>		5 pieces	
Staple Remover <ul style="list-style-type: none"> <li>Type: Jaw-style</li> <li>Metal</li> </ul>		5 pieces	
Tape Dispenser <ul style="list-style-type: none"> <li>Table top</li> <li>Body made of plastic, smooth finish</li> </ul>		2 pieces	
Notepad stick on <ul style="list-style-type: none"> <li>2" x 3"</li> <li>One hundred sheets per pad</li> <li>Assorted colors</li> </ul>		25 pads	
Notepad stick on <ul style="list-style-type: none"> <li>3" x 4"</li> <li>One hundred sheets per pad</li> <li>Assorted colors</li> </ul>		20 pads	
Notepad stick on <ul style="list-style-type: none"> <li>3" x 3"</li> <li>One hundred sheets per pad</li> <li>Assorted colors</li> </ul>		50 pads	

<b>Steno Notebook</b> <ul style="list-style-type: none"> <li>• Color: any colors</li> <li>• at least 60 leaves</li> </ul>		5 pieces	
<b>Record Book</b> <ul style="list-style-type: none"> <li>• 500 pages</li> </ul>		30 books	
<b>Ink Cartridge, T6641</b> <ul style="list-style-type: none"> <li>• Ink Color: Black</li> <li>• Compatible for Epson L100/ L200 printer</li> </ul>		5 cart	
<b>Ink Cartridge, T6642</b> <ul style="list-style-type: none"> <li>• Ink Color: Cyan</li> <li>• Compatible for Epson L100/ L200 printer</li> </ul>		3 cart	
<b>Ink Cartridge, T6643</b> <ul style="list-style-type: none"> <li>• Ink Color: Magenta</li> <li>• Compatible for Epson L100/ L200 printer</li> </ul>		3 cart	
<b>Ink Cartridge, T6644</b> <ul style="list-style-type: none"> <li>• Ink Color: Yellow</li> <li>• Compatible for Epson L100/ L200 printer</li> </ul>		3 cart	
<b>Sign Pen</b> <ul style="list-style-type: none"> <li>• Black ink</li> <li>• 50 pcs/ box</li> <li>• Tip: 0.5mm, needle or conical tip</li> <li>• Type: Gel</li> <li>• with or without non-slip grip</li> </ul>		1 box	

<b>Sign Pen</b> <ul style="list-style-type: none"> <li>• Blue ink</li> <li>• 25 pcs/ box</li> <li>• Tip: 0.5mm, needle or conical tip</li> <li>• Type: Gel</li> <li>• with or without non-slip grip</li> </ul>		1 box	
<b>Gel Pen</b> <ul style="list-style-type: none"> <li>• Violet ink</li> <li>• 50 pcs/ box</li> </ul>		3 boxes	
<b>Gel Pen</b> <ul style="list-style-type: none"> <li>• Green ink</li> <li>• 50 pcs/ box</li> </ul>		6 boxes	
<b>Page Marker (sign here stickers)</b> <ul style="list-style-type: none"> <li>• One hundred (100) sheet per pad</li> <li>• Assorted colors</li> </ul>		30 pads	
<b>Binding Cover</b> <ul style="list-style-type: none"> <li>• A4 size</li> <li>• PVC clear</li> <li>• 100 pcs/ pack</li> </ul>		3 packs	
<b>Push Pins</b> <ul style="list-style-type: none"> <li>• 100pcs/pack</li> </ul>		3 packs	



<p>Multi-purpose Paper</p> <ul style="list-style-type: none"> <li>A3 size</li> </ul>		3 reams	
<p>Tape Flag</p> <ul style="list-style-type: none"> <li>5 fluorescent color pads</li> <li>10 sheets/ pad = 50 sheets</li> </ul>		20 packs	
<p>Morocco Board Paper Binding Cover</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Color: White</li> <li>100pcs/pack</li> </ul>		2 packs	
<p>Colored Paper</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Color: Pink</li> <li>Subs 24</li> <li>500sheets/pack</li> </ul>		25 reams	
<p>Colored Paper</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Color: Blue</li> <li>Subs 24</li> <li>500 sheets/pack</li> </ul>		25 reams	
<p>Colored Paper</p> <ul style="list-style-type: none"> <li>Size: A4</li> <li>Color: Yellow</li> <li>Subs 18</li> <li>500 sheets/pack</li> </ul>		25 reams	

<p>Colored Paper</p> <ul style="list-style-type: none"> <li>• Size: Legal</li> <li>• Color: Pink</li> <li>• Subs 18</li> <li>• 500 sheets/pack</li> </ul>		25 reams	
<p>Colored Paper</p> <ul style="list-style-type: none"> <li>• Size: Legal</li> <li>• Color: Blue</li> <li>• Subs 18</li> <li>• 500 sheets/pack</li> </ul>		25 reams	
<p>Colored Paper</p> <ul style="list-style-type: none"> <li>• Size: Legal</li> <li>• Color: Yellow</li> <li>• Subs 18</li> <li>• 500 sheets/pack</li> </ul>		25 reams	
<p>Ink Cartridge, GT53</p> <ul style="list-style-type: none"> <li>• Color: Black</li> </ul>		12 bottles	
<p>Ink Cartridge, GT52</p> <ul style="list-style-type: none"> <li>• Color: Yellow</li> </ul>		8 bottles	

Ink Cartridge, GT52 <ul style="list-style-type: none"> <li>Color: Magenta</li> </ul>		8 bottles	
Ink Cartridge, GT52 <ul style="list-style-type: none"> <li>Color: Cyan</li> </ul>		8 bottles	
Printhead Combo, HPGT53 <ul style="list-style-type: none"> <li>Color: Black and Colored</li> </ul>		5 units	
Ink Cartridge, Canon PG-88 <ul style="list-style-type: none"> <li>Color: Black</li> </ul>		3 cart	
Ink Cartridge, Canon PG-88 <ul style="list-style-type: none"> <li>Color: Colored</li> </ul>		2 cart	
Brother Colour Inkjet Multi-Function LC-663CMYK Original <ul style="list-style-type: none"> <li>Ink color: black, magenta, yellow, cyan</li> <li>compatible for Brother MFC-T4500W</li> </ul>		1 set	

Ribbon Cartridge Epson LX310 <ul style="list-style-type: none"> <li>color: black</li> </ul>		4 cart	
Typewriter ribbon <ul style="list-style-type: none"> <li>color: black</li> <li>Ink roller</li> </ul>		5 piece/s	
Deskjet Ink 2777, HP 682 <ul style="list-style-type: none"> <li>cartridge color: black</li> </ul>		3 cart	
Deskjet Ink 2777, HP 682 <ul style="list-style-type: none"> <li>cartridge color: Tri-Colour (magenta,cyan, yellow)</li> </ul>		2 cart	
Ink Refill, Epson 003 <ul style="list-style-type: none"> <li>ink color: Black</li> </ul>		6 bottles	
Ink Refill, Epson 003 <ul style="list-style-type: none"> <li>ink color: Cyan</li> </ul>		6 bottles	

Ink Refill, Epson 003 • ink color: Magenta		6 bottles	
Ink Refill, Epson 003 • ink color: Yellow		6 bottles	
Ink Cartridge, HP 678 (CZ107AA) • cartridge color: Black		3 cart	
Ink bottle, Brother BT5000 • ink color: Cyan		2 cart	
Ink bottle, Brother BT5000 • ink color: Yellow		2 cart	
Ink bottle, Brother BT5000 • ink color: Magenta		2 cart	
Ink bottle, Brother BT-D60 • ink color: Black		3 cart	



<b>Desk File Organizer</b> <ul style="list-style-type: none"> <li>• 3 Layers</li> </ul>		2 pcs	
<b>Newsprint Paper</b> <ul style="list-style-type: none"> <li>• A4 size</li> <li>• at least 55 GSM</li> </ul>		150 reams	
<b>Toner Cartridge</b> <ul style="list-style-type: none"> <li>• HP85A</li> <li>• Color: Black</li> </ul>		30 cart	

**General requirements:**

- All office supplies must be new, in good quality, sealed and free from defects
- All ink and toner cartridges must be original
- Items must meet the specifications specified above
- All delivered items are subject to inspection upon receipt
- Defective items shall be replaced within three (3) calendar days

**Delivery Terms:**

Fifteen (15) calendar days upon receipt of Notice to Proceed.

*Note:*

**CONTACT INFORMATION FOR DELIVERY COORDINATION:**

The winning bidder shall coordinate the delivery schedule with the Property Section prior to the scheduled delivery date, through ***property@ptni.gov.ph*** or ***0998-595-9472***, or otherwise delivery will not be accommodated.

*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
Pen (ballpen) Black ink	50 pcs		
Pen (ballpen) Blue ink	20 pcs		
Ink refill for stamp pad, 30ml, blue	10 bottles		
Electrical tape	5 rolls		
Masking tape 24mm	20 rolls		
Packaging tape 48mm	30 rolls		
Transparent Tape 24mm	10 rolls		
Transparent Tape 48mm	5 rolls		
Twine plastic, black	5 rolls		
Plastic ruler, transparent, 12inches	5 pieces		
Backfold clip, 19mm	10 bxs		
Backfold clip, 25mm	20 bxs		
Backfold clip, 32mm/ 1/4"	10 bxs		
Backfold clip, 50mm	14 bxs		
Plastic Fastener 7mm, 50 sets per box	15 boxes		

File Tab Divider, A4	80 sets		
Permanent Marker, Black	50 pcs		
Permanent Marker, Red	20 pcs		
Whiteboard Marker, Black	70 pcs		
Whiteboard Marker, Blue	30 pcs		
Whiteboard Marker, Red	30 pcs		
Paper Clip 33mm	35 bxs		
Paper Clip 50mm (jumbo)	70 bxs		
Paper Trimmer/ Cutting Machine Type	1 unit		
Pencil Sharpener	3 pieces		
Rubber Band, 350grams	5 packs		
Stamp pad felt	3 pieces		
Symmetrical/Asymmetrical Scissors	3 pairs		
Stapler with remover, standard Type	5 pieces		
Staple Remover, Jaw-style	5 pieces		
Table Dispenser	2 pieces		
Notepad stick on 2" x 3"	25 pads		
Notepad stick on 3" x 4"	20 pads		
Notepad stick on 3" x 3"	50 pads		
Steno Notebook, at least 60 leaves	5 pieces		
Record Book, 500 pages	30 books		
Ink Cartridge, T6641 (Black)	5 cart		
Ink Cartridge, T6642 (Cyan)	3 cart		

Ink Cartridge, T6643 (Magenta)	3 cart		
Ink Cartridge, T6644 (Yellow)	3 cart		
Sign Pen, Black ink, 50 pcs/ box	1 box		
Sign Pen, Blue ink, 25 pcs/ box	1 box		
Gel Pen, Violet ink, 50 pcs/ box	3 boxes		
Gel Pen, Green ink, 50 pcs/ box	6 boxes		
Page Marker (sign here stickers)	30 pads		
Binding Cover, A4 size	3 packs		
Push Pins, A4 size	3 packs		
Push Pins, 100pcs/pack	3 packs		
Multi-purpose Paper, A3 size	3 reams		
Tape Flag, 10 sheets/ pad	20 packs		
Morocco Board Paper Binding Cover, A4	2 packs		
Colored Paper, A4 (Pink)	25 reams		
Colored Paper, A4 (Blue)	25 reams		
Colored Paper, A4 (Yellow)	25 reams		
Colored Paper, Legal (Pink)	25 reams		
Colored Paper, Legal (Bue)	25 reams		
Colored Paper, Legal (Yellow)	25 reams		
Ink Cartridge, GT53, Black	12 bottles		
Ink Cartridge, GT52, Yellow	8 bottles		

Ink Cartridge, GT52, Magenta	8 bottles		
Ink Cartridge, GT52, Cyan	8 bottles		
Printhead Combo, HPGT53, Black and Colored	5 units		
Ink Cartridge, Canon PG-88, Black	3 cart		
Ink Cartridge, Canon PG-88, Colored	2 cart		
Brother Colour Inkjet Multi-Function LC-663CMYK Original	1 set		
Ribbon Cartridge Epson LX310, black	4 cart		
Typewriter ribbon, black	5 piece/s		
Deskjet Ink 2777, HP 682, black	3 cart		
Deskjet Ink 2777, HP 682, Tri-Colour	2 cart		
Ink Refill, Epson 003, Black	6 bottles		
Ink Refill, Epson 003, Cyan	6 bottles		
Ink Refill, Epson 003, Magenta	6 bottles		
Ink Refill, Epson 003, Yellow	6 bottles		
Ink Cartridge, HP 678 (CZ107AA) Black	3 cart		
Ink bottle, Brother BT5000, Cyan	2 cart		
Ink bottle, Brother BT5000, Yellow	2 cart		
Ink bottle, Brother BT5000, Magenta	2 cart		





Ink bottle, Brother BT-D60, Black	3 cart		
Desk File Organizer, 3 Layers	2 pcs		
Newsprint Paper, A4 size (at least 55 GSM)	150 reams		
Toner Cartridge, HP85A (Black)	30 cart		
<b>TOTAL AMOUNT:</b>		<b>PhP</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