

## REQUEST FOR QUOTATION

**RFQ No. 2025 – 016**

18 August 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 50 Direct Contracting** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

<b>Name of Project</b>	<b>Supply and Delivery of Toner and Mastercopy for Mimeographing Machine</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>Fifteen thousand one hundred eighty-six pesos (PhP 15,186.00 )</b>
<b>Source of Fund</b>	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 quotation/proposal.
2. Duly accomplished conformity with technical specifications.
3. PhilGEPS Registration Number or PhilGEPS Certificate of Registration
4. Valid Business/Mayor's Permit

Sealed quotations/proposals shall be submitted **on or before 10:00 AM, 28 August 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**.

  
**REGINAT. CELESTRE**  
Chairperson, Bids and Awards Committee - 2

## 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”)
Ten (10) boxes G14 black toner <i>(for DUPLO DP G-325)</i>	
One (1) roll Mastercopy <i>(for Duplo Master Roll Copy DRG 20)</i>	

**Delivery Period:**

Within three (3) calendar days upon signing of Notice to Proceed (NTP)

*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
G14 toner (black) (for Duplo DP G-325)	10 boxes		
Mastercopy (for Duplo Master Roll Copy DRG 20)	1 roll		
<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

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**PEOPLE'S TELEVISION NETWORK, INC.**

Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1128, Philippines  
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