



REQUEST FOR QUOTATION

RFQ No. 2025 – 017

09 September 2025

People’s Television Network, Inc. (PTNI), through its Bids and Awards Committee (BAC), intends to procure the following item/s in accordance with **53.9 Small Value Procurement** of the 2016 revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of Project	Provision of Purified Drinking Water - PTV Manila
Approved Budget for the Contract (ABC)	Three hundred twenty-eight thousand three hundred twenty pesos (PhP 328,320.00)
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 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 (before the issuance of Notice of Award (NOA)).

Additional requirement:

6. The bidder shall submit certificates for Microbiological and Physico-Chemical Test.

Sealed quotation / proposal shall be submitted **on or before 10:00 am, 15 September 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 **+63 917-5864-993**.


Regina I. 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”)
Provision of Purified Drinking Water PTV Manila 1. Nine thousand one hundred twenty (9,120) gallons purified drinking water (for 12 months)	
2. Thirty-eight (38) units water dispensers	

RESPONSIBILITIES OF THE SUPPLIER

- The supplier’s water station should be located within Metro Manila. Hence no cost of delivery shall be charged to the PTNI.
- The supplier shall deliver purified drinking water that must be clean, clear and does not have objectionable taste, odor and color for twelve (12) months. It must be free from harmful organisms, chemical substances and radionuclides in amounts which could constitute a hazard to health. In case of a complaint regarding the quality of the water, the supplier must replace the water immediately.
- As of the date of opening of quotation/proposal, the supplier must be in for at least three (3) years.
- The bidder shall guarantee the quality of the drinking water delivered to the PTNI. It shall submit Certificates for Microbiological and Physico-Chemical Test every six (6) months, at its expense.
- The bidder shall render monthly maintenance every last Saturday of the month, clean and repair water dispensers provided to PTNI, replace units and parts should there be any defect in the water dispenser which renders it unusable, at its expense.
- The winning bidder shall exercise due care in handling the items during the delivery.

RFQ No. 2025-017 Provision of Purified Drinking Water PTV Manila

PEOPLE'S TELEVISION NETWORK, INC.

Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1128, Philippines
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- The winning bidder shall pick-up and deliver an actual number of gallons to the designated areas once a week and shall submit an actual delivery receipt to PTNI.
- The winning bidder shall provide water dispensers given the following specification, including replacements:
 1. Functional water dispensers at no additional cost to the PTNI;
 2. Free standing unit;
 3. Hot and cold water outlets;
 4. Power source of 220V/60Hz;
- Upon written request, the supplier shall provide additional water dispensers and gallons if any, free of charge to the PTNI;
- The winning bidder shall submit monthly billing statements to the Administrative Division for processing of payment;
- Billing shall be based only on the actual number of collected and delivered water jugs / containers, and shall not exceed the total contracted amount.

*The supplier shall deliver purified drinking water that must be clean, clear and does not have objectionable taste, odor and color for twelve (12) months. It must be free from all harmful organisms and chemical substances in amounts which could constitute a hazard to health. Designation of water dispensers shall be located at the following areas:

UNIT/ SECTION	NUMBER OF DISPENSER	NUMBER OF GALLONS PER WEEK	NUMBER OF GALLONS PER MONTH	Number of Gallons per Year
News/Cameraman Room	2	20	80	960
Merchandising & Creatives	1	3	12	144
Airtime Management Group/Library	1	10	40	480
Finance	1	5	20	240
Corporate Planning	1	1	4	48
Clinic	1	1	4	48
Research	1	1	4	48
DMIS	1	5	20	240

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PEOPLE'S TELEVISION
PARA SA BAYAN



BAGONG PILIPINAS

Sports	1	5	20	240
Public Affairs	1	10	40	480
COA	1	2	8	96
Provincial	1	5	20	240
Property	1	3	12	144
Dispatching	1	15	60	720
Admin/ Purchasing/ Personnel	1	15	60	720
PTEA	1	2	8	96
Building and Grounds	1	5	20	240
BAC	1	1	4	48
OGM/ Sales/ PMO	3	10	40	480
PPS	1	5	20	240
Operations	1	3	12	144
Make up room	1	3	12	144
Studio	1	12	48	576
Props	1	5	20	240
Engineering office	1	5	20	240
TV Maintenance	1	4	16	192
Microwave	1	4	16	192
Transmitter	1	4	16	192
Uplink	1	4	16	192
TOC	1	4	16	192
IT	1	4	16	192

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Unit-7 HD OB Van-1	1	4	16	192
Unit-4 HD ENG OB Van-2	1	3	12	144
Unit-3 DSNG Van	1	4	16	192
Camera pool	1	3	12	144
TOTAL	38	190	760	9,120

Delivery Schedule

- Initial delivery within 7 calendar days upon issuance of Notice to Proceed (NTP).
- Subsequent deliveries every Monday and Wednesday. If Monday and/or Wednesday fall on a declared non-working day, delivery shall be on the next working day.

Payment Schedule

- Payment shall be made within thirty (30) days upon the receipt of the monthly billing statement. Hence, billing shall be based on the actual number of gallons delivered.

Note: 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

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PARA SA BAYAN



BAGONG PILIPINAS

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
Purified Drinking Water	9,120 Gallons (for 12 months)		
Water Dispenser	38 units		
Total Amount:			₱

General Terms and Conditions

- Bidders shall provide the correct and accurate information required in the forms.
- All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.
- Quotations exceeding the Approved Budget for the contract shall be rejected.
- Award of contract shall be made to the lowest quotation which complies with the technical specifications and terms and conditions stated herein.
- Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or your duly authorized representative.
- The PTNI shall have the right to inspect the goods to confirm their conformity to the technical specifications once delivered.
- All items should be delivered within the period specified in the Purchase Order / Job Order.
- 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.
- Indicate warranty period in cases of equipment or whenever applicable.

Signature over Printed Name

Position/Designation

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