

Republic of the Philippines
National Electrification Administration
 #57 NIA Road, Brgy. Pinyahan, Diliman, Quezon City
 Contact Nos: 8926-1339, 8929-1909 loc. 110, 111 & 142

REQUEST FOR PROPOSAL / QUOTATION

RFQ No.:

24-04-072

Gentlemen:

Please quote your latest/lowest price for the items listed below and submit your Quotation, preferably using your company letterhead, to NEA, General Services Division or send to nea_procurement9184@gmail.com or fax to **8926-1339** on or before **05:00PM** of **May 10, 2024**

Please be informed that below procurement is subject to existing Government laws and regulations. As such, we would require the lowest complying bidder to submit the below documents which are necessary to effect awarding of contract.

Thank you.

JOEL SOMERA

Officer-In-Charge, General Services Division

REFERENCE: Purchase Request No. 24-04-078 / Date: Apr. 23, 2024		Requisitioner: NRAD-GSD				
Item No.	UOM	DESCRIPTION	QTY.	NEA		
				TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT
Procurement of the following Office Supplies:						
1	box	Ballpen Red, 0.5 (50pcs/box)	2	450.00		
2	box	ClipBackfold Medium, 32mm (12pcs/box)	60	29.00		
3	piece	CMOS Battery, CR2032, Lithium	60	30.00		
4	piece	Computer Keyboard (Keyboard Desktop)	15	650.00		
5	ream	Copy Paper white, A4 size, 80gsm	120	205.00		
6	ream	Copy Paper white, Legal size, 80 gsm	60	235.00		
7	piece	Cork Board, size: 2' x 3'	6	400.00		
8	box	Envelope Mailing, white #10, 70gsm (500pcs/box)	24	345.00		
9	box	Envelope Mailing, white w/ window, # 10, 70 gsm (500 pcs/bx)	5	400.00		
10	box	Folder Press Board, Legal Size (100pcs/box)	30	1,900.00		
11	piece	Flash Drive, 16GB	25	210.00		
12	piece	Flash Drive, 32GB	30	300.00		
13	roll	Plastic Wine	15	50.00		
14	piece	Ruler 12", Plastic, Clear	15	5.00		
15	piece	Stapler Wire Remover Metal, Plier	45	55.00		
16	pack	Sticker Paper white, A4 size (10pcs/pack)	36	39.00		
17	box	White Board Marker Blue (12pcs/box)	3	276.00		
18	box	White Board Marker Red (12pcs/box)	2	276.00		
19	box	White Board, size: 2' x 3', without stand	6	900.00		
Requirements for submission:						
1) SIGNED quotation, preferably using this RFQ form or your company's letterhead						
For the winning supplier, please submit the following:						
1) PhilGEPS Registration or PhilGEPS Platinum						
2) Mayor's / Business Permit						
3) Certificate of Registration (BIR2303)						
Mode of Procurement:				Shopping (Sec.52.1(b))		
Reference Number:				10825924		
					TOTAL:	

PAMELA MAE T. ROCERO

Canvasser

May 06, 2024

Date

Signature over printed name with date

Name of Company and Contact No.