

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.: 24-06-099

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 **June 19, 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 C. SOMERA

Officer-In-Charge, General Services Division

REFERENCE: Purchase Request No. 24-05-113 / Date: May 31, 2024 Requisitioner: HRAD-GSD

Item No.	UOM	DESCRIPTION	QTY.	NEA		SUPPLIER'S QUOTE	
				TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT	
Procurement of the following Office Supplies:							
1	box	Ballpen Black, 0.5 (50pcs/box)	6	623.00			
2	pack	Battery, C size (2pcs/pack)	30	80.00			
3	tube	Cutter Blade, for heavy duty	15	17.00			
4	piece	Desk Tray, 2 layers, color black	15	350.00			
5	piece	Folder Leverarch file w/out logo, size: 3" x 9" x 15" color: blue	2,000	95.00			
6	piece	Index Box, 5 x 8, wood type, ordinary	10	180.00			
7	piece	Folder, 3 holes, 3" thick, black legal size	30	250.00			
8	box	Sign Pen Blue (12pcs/box)	12	260.00			
9	piece	Stamp pad, no. 2	15	38.00			
10	roll	Tape Packageing (2"), 48mm x 50meters length	45	30.00			
11	piece	Tape Dispenser, for 1" tape	12	98.00			
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:				10952364			
						TOTAL:	

PAMELA MAE T. ROCERO

 Cavasser
 June 13, 2024

 Date

 Signature over printed name with date

 Name of Company and Contact No.