

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.: 24-09-161

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](mailto:nea.procurement9184@gmail.com) or fax to **8926-1339** on or before **05:00PM** of **September 30, 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: <b>Purchase Request No. 24-09-188 / Date: Sep. 11, 2024</b>		Requestor: <b>HRAD-GSD</b>				
Item No.	UOM	DESCRIPTION	QTY.	NEA	SUPPLIER'S QUOTE	
				UNIT COST / ABC	UNIT COST	TOTAL AMOUNT
		<b>Procurement of the following Office Supplies:</b>				
1	piece	Ink Cartridge, Epson, T6641, Black, Original	9	₱ 235.00		
2	piece	Ink Cartridge, HP, J3M71A, 981A, Black, Original	5	₱ 4,341.00		
3	piece	Ink Cartridge, HP, J3M69A, 981A, Magenta, Original	4	₱ 6,365.00		
4	piece	Ink Cartridge, Epson, Black, 003, C13T00V100, Original	35	₱ 235.00		
5	piece	Toner Cartridge, HP, CF276A, Black, Original	3	₱ 5,520.00		
6	piece	Toner Cartridge, HP, CE410A, Black, Original	7	₱ 4,500.00		
7	piece	Toner Cartridge, HP, CB436A, Black, Original	7	₱ 4,300.00		
		<b>DELIVERY TERMS:</b>				
		<b>Requirements for submission:</b>				
		1) SIGNED quotation, preferably using this RFQ form or your company's letterhead				
		2) Certification from EPSON & HP that your company is <b>AUTHORIZED RESELLER / SUPPLIER</b>				
		<b>For the winning supplier, please submit the following:</b>				
		1) PhilGEPS Registration or PhilGEPS Platinum				
		2) Mayor's / Business Permit				
		3) Certificate of Registration (BIR2303)				
		<b>Mode of Procurement:</b> Shopping (Sec.52.1(b))				
		<b>Reference Number:</b> 11292521				
					<b>TOTAL:</b>	

  
**Pamela Mae T. Rocero**  
 Canvasser  
 September 23, 2024  
 Date

Signature over printed name with date

Name of Company and Contact No.