

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.:

24-11-199

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 November 12, 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. 24-11-239/ Date: Nov. 05, 2024 Requisitioner: GRAD-GSD

Item No.	UOM	DESCRIPTION	QTY.	NEA		SUPPLIER'S QUOTE	
				UNIT COST / ABC	UNIT COST	TOTAL AMOUNT	
Procurement of the following Office Supplies:							
1	box	Ballpen Black, 50pcs/box	12	P 600.00			
2	box	Sign Pen Blue, 12pcs/box	7	265.00			
3	piece	Ruler 12"Plastic	45	4.00			
4	pack	Photo Paper, A4, glossy, white, 20pcs/pack	10	140.00			
5	piece	Notebook, G-0550, 127 x 178mm, 50 sheets	1,500	28.90			
6	piece	Magazine File Box, Large, w/ Partition, w/o cover,	60	120.00			
7		blue					
8	pack	Folder, L-Type, A4 Green, 12pcs/pack	15	57.00			
9	pack	Battery AA, 2pcs/pack	90	37.00			
10	pack	Battery AAA, 2pcs/pack	60	37.00			
11	pack	Battery C-Size, 2pcs/pack	90	70.00			
DELIVERY TERMS:							
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:						TOTAL:	

Pamela Mae T. Rocero

Cartvasser

November 07, 2024

Date

Signature over printed name with date

Name of Company and Contact No.