

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.:

24-11-216

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 **December 05, 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. 24-11-264/ Date: Nov. 27 2024

Requisitioner: HRAD-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 Red (50pcs/box) | 5 | ₱ 600.00 | | |
| 2 | pieces | Battery Watch, Laser Pointer, 1.5V, LR44 | 15 | 60.00 | | |
| 3 | pack | Cartolina (20pcs/pack) | 3 | 170.00 | | |
| 4 | ream | Copy Paper, A4 size, white, 80gsm | 60 | 215.00 | | |
| 5 | ream | Copy Paper, Legal size, white, 80gsm | 15 | 236.00 | | |
| 6 | pieces | Cutter Large, Heavy Duty | 30 | 12.00 | | |
| 7 | pieces | Flash Drive, 16GB | 30 | 250.00 | | |
| 8 | pieces | Flash Drive, 32GB | 30 | 350.00 | | |
| 9 | pieces | Folder Morocco, Legal size (Blue, Violet) | 900 | 12.00 | | |
| 10 | box | Folder Press Board, Legal size (100pcs/box) | 10 | 1,900.00 | | |
| 11 | pieces | Folder, 3" thick, 3 holes, legal size, black | 60 | 200.00 | | |
| 12 | pieces | Glue Stick, 36gms | 60 | 39.00 | | |
| 13 | box | Sign Pen, Red (12pcs/box) | 6 | 270.00 | | |
| 14 | roll | Tape Adhesive, Double sided Tape 1" w/out foam | 60 | 33.00 | | |
| 15 | roll | Tape Adhesive, Double sided Tape 2" w/out foam | 45 | 120.00 | | |
| 16 | roll | Tape Packaging, 2" | 60 | 22.00 | | |
| 17 | pack | Vellum Board 180gsm A4, white (10pcs/pack) | 60 | 27.25 | | |
| 18 | pack | Vellum Board 220gsm, A4, blue (10pcs/pack) | 12 | 34.75 | | |
| 19 | pack | Vellum Board 220gsm, Legal, blue (10pcs/pack) | 10 | 34.75 | | |
| 20 | box | White Board Marker, Blue (12pcs/box) | 6 | 276.00 | | |
| 21 | box | White Board Marker, Red (12pcs/box) | 3 | 276.00 | | |
| For the winning supplier, please submit the following: | | | | | | |
| 1) PhilGEPS Registration Number or Updated 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

Canvasser

December 02, 2024

Date

Signature over printed name with date

Name of Company and Contact No.