Republic of the Philippines
National Electrification Administration
#57 NIA Road, Brgy. Pinyahan, Diliman, Quezon City
Contact Nos: 8926-1339, 8929-1909 loc. 4110, 4111 & 4142

REQUEST FOR PROPOSAL / QUOTATION

RFQ No.: **25-01-002**

Sirs/Mesdames:
Please quote your latest/lowest price for the items listed below and submit your **Signed Quotation**, preferably using this form or your company's letterhead to NEA, General Services Division or send to **procurement@nea.gov.ph** or fax to **8926-1909 loc. 4111** on or before **05:00PM** of **03 February 2025.**

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

Thank you.

JOEL O. SOMERA
Officer-In-Charge, General Services Division

REFERENCE: ***Purchase Request No.25-01-002/Date: January 13, 2025*** ***Requisitioner: ITCSD-DMPCD***

Item No.	UOM	DESCRIPTION	QTY.	NEA	SUPPLIER'S QUOTE	
				UNIT COST / ABC	UNIT COST	TOTAL AMOUNT
1	piece	**Procurement of White Envelope (Standard #10)**	19,500	₱ 2.75		
		with NEA Letterhead				
		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 number or Updated PhilGEPS Platinum;				
		2) Mayor's / Business Permit;				
		3) Certificate of Registration (BIR2303)				
		Mode of Procurement: Shopping (Sec.52.1 (b))			**TOTAL:**	
		Reference Number:				

Ramoncito P. Granados
Canvasser
January 27, 2025
Date

Signature over printed name with date

Name of Company and Contact No.