

Republic of the Philippines
National Electrification Administration
 #57 NIA Road, Brgy. Pinyahan, Diliman, Quezon City
 Contact Nos: 8929-1909 loc. 3138 & 4111

REQUEST FOR QUOTATION

RFQ No.:

25-02-008

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 14 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 C. SOMERA

Officer-In-Charge, General Services Division

REFERENCE: Purchase Request No.25-01-011/Date: January 27, 2025

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	piece	Ink Cartridge, HP, J3M71A, 981A, Cyan	9	₱ 6,800.00		
2	piece	Ink Cartridge, HP, J3M69A, 981A, Magenta	9	₱ 6,800.00		
3	piece	Ink Cartridge, HP, J3M70A, 981A, Yellow	9	₱ 6,800.00		
4	piece	Ink Cartridge, HP, J3M71A, 981A, Black	10	₱ 4,700.00		
		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 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:				

Ramóncito P. Granados
 Canvasser

Date

Signature over printed name with date

Name of Company and Contact No.