

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.:

25-02-009

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.25-01-010/Date: January 23, 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 Epson, T6641, Black, Original	30	₱	285.00		
2	piece	Toner Cartridge, HP, 83A, CF283A-Black, Original	25	₱	3,500.00		
3	piece	Toner Cartridge, HP, 131A, CF210A-Black, Original	6	₱	4,100.00		
4	piece	Toner Cartridge, HP, 131A, CF211A-Cyan, Original	6	₱	5,100.00		
5	piece	Toner Cartridge, HP, 131A, CF212A-Yellow, Original	6	₱	5,100.00		
6	piece	Toner Cartridge, HP, 131A, CF213A-Magenta, Original	6	₱	5,100.00		
7	piece	Toner Cartridge, HP, 151A, W1510A-Black, Original	6	₱	6,800.00		
8	piece	Toner Cartridge, HP, 110A, W1112A-Black, Original	6	₱	3,200.00		
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:							

Ramoncito P. Granados

Canvasser

Date

Signature over printed name with date

Name of Company and Contact No.