

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.:

25-02-010

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.25-01-012/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	box	Ballpen, Black (50pcs/box)	12	₱	550.00		
2	box	Ballpen, Blue (50pcs/box)	3	₱	550.00		
3	box	Ballpen, Red (50pcs/box)	5	₱	550.00		
4	pack	Battery AA (2pcs/pack)	120	₱	37.00		
5	pack	Battery AAA (2pcs/pack)	75	₱	37.00		
6	pack	Battery C-Size (2pcs/pack)	90	₱	80.00		
7	piece	Battery Watch, Laser Pointer, 1.5V, LR44	15	₱	45.00		
8	pack	Cartolina (20pcs/pack)	3	₱	160.00		
9	box	Clip Backfold Medium 32mm (12pcs/box)	200	₱	29.00		
10	ream	Copy Paper, A4 size, White 80gsm	60	₱	215.00		
11	ream	Copy Paper, Legal size, White 80gsm	15	₱	236.00		
12	tube	Cutter Blade	20	₱	17.00		
13	piece	Desk Tray Metal (In and Out Tray), 2 Layers	15	₱	440.00		
14	piece	Expanding Envelope Plastic with Pocket Divider	50	₱	103.00		
15	piece	Flash Drive, 16 GB	45	₱	250.00		
16	piece	Flash Drive, 32 GB	30	₱	300.00		
17	pack	Folder, L-Type, A4, Gree (12pcs/pack)	15	₱	57.00		
18	piece	Folder Morocco, Legal Size (Blue, Violet)	900	₱	12.00		
19	box	Folder Press Board, Legal Size (100/box)	30	₱	1,550.00		
20	piece	Folder, 3" thick, 3 holes, Legal Size, Black	60	₱	190.00		
21	piece	Glue Stick, 36gms	60	₱	33.00		
22	bottle	Glue White, 200gms	100	₱	95.00		
23	pack	Index Card, 3x5 (100pcs/pack)	3	₱	20.00		
24	piece	Magazine File Box, Large, w/ Partition, w/o cover, blue	60	₱	160.00		
25	piece	Notebook, G-0550, 127 x 178mm, 50 sheets	1500	₱	28.00		
26	pad	Notepad, 3x3	15	₱	20.00		
27	piece	Sign Pen, Pilot, Hi-Techpoint V7, 0.7, Black	30	₱	52.00		
28	piece	Sign Pen, Pilot, Hi-Techpoint V7, 0.7, Blue	30	₱	52.00		
29	box	Permanent Marker, Black (12pcs/box)	10	₱	156.00		
30	box	Permanent Marker, Blue (12pcs/box)	8	₱	156.00		
31	box	Permanent Marker, Red (12pcs/box)	5	₱	156.00		
32	pack	Photo Paper, A4, glossy, white (10pcs/pack)	20	₱	99.00		
33	piece	Puncher Three Hole	3	₱	230.00		
34	piece	Ring Binder 3/4"	50	₱	20.00		
35	piece	Ruler 12" Plastic	45	₱	5.00		
36	piece	Ruler 18" Metal	10	₱	120.00		
37	box	Sign Pen Blue (12pcs/box)	15	₱	260.00		
38	box	Sign Pen Red (12pcs/box)	10	₱	265.00		
39	piece	Stapler Heavy Duty	3	₱	120.00		
40	roll	Tape-Adhesive, Double-sided Tape 1" w/out foam	75	₱	33.00		
41	roll	Tape-Adhesive, Double-sided Tape 2" w/out foam	60	₱	85.00		
42	roll	Tape Packaging, 2"	75	₱	22.00		
43	pack	Vellum Board 180 GSM A4, White (10pcs/pack)	100	₱	27.25		
44	pack	Vellum Board 220 GSM A4, Blue (10pcs/pack)	15	₱	34.00		
45	pack	Vellum Board 220 GSM Legal, Blue (10pcs/pack)	15	₱	34.00		
46	box	White Board Marker, Blue (12pcs/box)	10	₱	276.00		
47	box	White Board Marker, Red (12pcs/box)	8	₱	276.00		

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JOEL C. SOMERA
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Item No.	UOM	DESCRIPTION	QTY.	NEA	SUPPLIER'S QUOTE	
				UNIT COST / ABC	UNIT COST	TOTAL AMOUNT
48	box	White Board Marker, Black (12pcs/box)	12	₱ 276.00		
49	pack	Wrapping Paper, Kraft (50 sheets/pack)	1	₱ 300.00		
		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.