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.: **25-02-021**

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 **26 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.25-02-033/Date: February 10, 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, T6642, Cyan, Original	10	₱ 245.00		
2	piece	Ink Epson, 004, Yellow, Original	18	₱ 320.00		
3	piece	Ink Epson, T6731, Black, Original	10	₱ 390.00		
4	piece	Toner Cartridge, HP, CF411A (HP410A), Cyan	6	₱ 4,380.00		
5	piece	Toner Cartridge, HP, CF412A (HP410A), Yellow	6	₱ 4,380.00		
		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); and				
		4) Notarized Omnibus Sworn Statement				
		Mode of Procurement: Shopping (Sec. 52.1 (b))			**TOTAL:**	
		Reference Number:				

Ramoncito P. Granados
Canvasser
February 21, 2025
Date

Signature over printed name with date

Name of Company and Contact No.