

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.: 25-03-045

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 call **8929-1909 loc. 4111 or 4142** on or before **05:00PM of 28 March 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 G. SOMERA

Officer-In-Charge, General Services Division

REFERENCE: Purchase Request No.25-02-054/Date: February 21, 2025 Requisitioner: HRAD-GSD

Item No.	UOM	DESCRIPTION	QTY.	NEA	SUPPLIER'S QUOTE	
				UNIT COST / ABC	UNIT COST	TOTAL AMOUNT
1	lot	Procurement of Electrical System Audit of NEA Building	1	₱ 950,000.00		
		<i>Scope of Works:</i>				
		A. System Visual Inspection				
		- Conduct visual inspection and document all instances of unsafe or noncompliant electrical wiring and provide recommendations.				
		- Voltage Drop calculation				
		- Short circuit/Electrical fault calculation				
		- Protection coordination				
		- Technical Report with recommendation (if there are non-compliance identified during the audit)				
		- If the electrical audit reveals non-compliance issues, to provide documents or certificate of inspection signed and sealed by licensed personnel and/or Professional Electrical Engineer (PEE)				
		B. Cleaning of Distribution/Panel Boards				
		- Cleaning cubicles				
		- Checking and inspection of busbars, insulators and retightening of bolted termination				
		C. Conduct Tests				
		• Insulation Resistance Test				
		- Conduct insulation resistance test on feeder and sub-feeder cable				
		- Conduct machinery such as pumps, exhaust fan air handling unit, etc.				
		• Infrared Thermography Test				
		- Conduct Infrared Thermography Testing of all Electrical Panel boards and Motor controls				
		Requirements for submission:				
		SIGNED quotation, preferably using this RFQ form or your company's letterhead together with the following documents:				
		1) PhilGEPS Registration Number or Updated PhilGEPS Platinum;				
		2) Mayor's / Business Permit;				
		3) Certificate of Registration (BIR2303);				
		4) Notarized Omnibus Sworn Statement; and				
		5) Updated Income Tax Return				
		* Note: Please indicate the number of days the supplies/equipment/services to be delivered				
		Mode of Procurement: Small Value Procurement (Sec. 53.9)			TOTAL:	
		Reference Number:				

Ramoncito P. Granados

Canvasser
 March 24, 2025

Date

Signature over printed name with date

Name of Company and Contact No.