

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.: 25-03-054

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 **8929-1909 loc. 4111 or 4142** on or before **05:00PM** of **04 April 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.25-03-074/Date: March 4, 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	bottle	Alcohol, Ethyl, 500ml	150	₱	120.00		
2	box	Envelope, Mailing, White (500pcs/box)	10	₱	345.00		
3	box	Fastener, metal file	150	₱	40.00		
4	piece	Stapler, Standard Type	60	₱	146.00		
5	box	Bond Paper, A3 Size, 70gsm, white (5rms/box)	4	₱	1,880.00		
6	piece	Frixion, Pen, 0.5, Black	10	₱	60.00		
7	piece	Frixion, Pen, 0.5, Red	20	₱	60.00		
8	piece	Frixion, Pen, 0.5, Blue	20	₱	60.00		
9	piece	Frixion, Pen, 0.5, Black, Refill	10	₱	40.00		
10	piece	Frixion, Pen, 0.5, Red, Refill	20	₱	40.00		
11	piece	Frixion, Pen, 0.5, Blue, Refill	20	₱	40.00		
12	set	Book Ends, Metal	10	₱	130.00		
13	piece	Clip Board, Legal Size	30	₱	100.00		
14	pack	Paper Sign Here Sticker	300	₱	28.00		
15	bottle	Correction Fluid	15	₱	20.00		
16	pad	Note Pad, 3x3, sticky-note	200	₱	19.00		
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; and							
3) Certificate of Registration (BIR2303).							
* Note: Please indicate the number of days the supplies/equipment/services to be delivered							
Mode of Procurement: Shopping (Sec. 52.1 (b))						TOTAL:	
Reference Number:							

Ramonsito P. Granados

Canvasser

March 31, 2025

Date

Signature over printed name with date

Name of Company and Contact No.