Republic of the Philippines
National Electrification Administration
#57 NIA Road, Brgy. Pinyahan, Diliman, Quezon City
Contact Nos: 8926-1339, 8929-1909 loc. 110, 111 & 142

REQUEST FOR PROPOSAL / QUOTATION

RFQ No.: 24-01-002

Gentlemen:
Please quote your latest/lowest price for the items listed below and submit your Quotation, preferably using your company letterhead, to NEA, General Services Division or send to **nea.procurement9184@gmail.com** or fax to **8926-1339** on or before **05:00PM** of **January 23, 2024.**

Please be informed that below procurement is subject to existing Government laws and regulations. As such, we would require the lowest complying bidder to submit the below documents which are necessary to effect awarding of contract.

Thank you.

ANNABELLE P. CRUZ
Manager, General Services Division

REFERENCE: ***Purchase Request No. 24-01-004 / Date: Jan. 17, 2024*** ***Requisitioner: TEREDD, GSD, HRMD, FSD & IAQSMO***

Item No.	UOM	DESCRIPTION	QTY.	NEA	SUPPLIER'S QUOTE	
				TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT
1	pieces	**Procurement of Colored Printer Ink Tank**	6	11,000.00		
		Technical Specifications:				
		Printer Type *:Print, Scan, Copy*				
		Printing Technology *: On-demand inkjet*				
		Maximum Print Res *: 1200 dpi*				
		Scan *: Flatbed colour image scanner*				
		Copy *: max 20 copies*				
		Copy size *: A4, Letter*				
		Quality *: Colour / Black and White*				
		Consumables:				
		Black *: 4,500 pages*				
		Cyan, Magenta, Yellow *: 7,500 pages*				
		Warranty *: One (1) year on parts and labor*				
		Requirements for submission:				
		1) SIGNED quotation, preferably using your company's letterhead				
		For the winning supplier, please submit the following:				
		1) PhilGEPS Registration Number or PhilGEPS Platinum				
		2) Mayor's / Business Permit				
		3) BIR Certificate of Registration (BIR2303)				
		4) Notarized Omnibus Sworn Statement				
					TOTAL:	

EMMANUEL B. SARMIENTO
Canvasser

Signature over printed name with date

January 18, 2024
Date

Name of Company and Contact No.