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.: 24-04-058

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 **April 26, 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.

JOEL C. SOMERA
Officer-In-Charge, General Services Division

REFERENCE: ***Purchase Request No. 24-04-064 / Date: Apr. 16, 2024*** ***Requisitioner: RECORDS UNIT***

Item No.	UOM	DESCRIPTION	QTY.	NEA	SUPPLIER'S QUOTE	
				TOTAL AMOUNT	UNIT COST	TOTAL AMOUNT
1	pieces	**Procurement of White Envelopes (Standard #10)**	12,000	4.40		
		with NEA Letterhead				
		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 or PhilGEPS Platinum				
		2) Mayor's / Business Permit				
		3) Certificate of Registration (BIR2303)				
		Mode of Procurement: Shopping (Sec. 52.1(b))				
		Reference Number:			**TOTAL:**	

PAMELA MAE T. ROCERO
Canvasser

Signature over printed name with date

April 22, 2024
Date

Name of Company and Contact No.