



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
LONDON**

**REQUEST FOR QUOTATION**

Sir/Madam:

The Embassy of the Republic of the Philippines in London intends to procure its **Annual Office Supplies and Materials** for CY2021 as described in the attached list (Annex A), and would like to request a quotation from your company.

If interested, please submit a signed quotation and indicate your acceptance in the attached term of reference by **22 February 2021**. The Embassy accepts open quotations submitted directly at the address or through email at the details given below.

Should you require further clarification, please contact the Bids and Awards Committee Secretariat (BAC) - London at the (Telephone) 020 7451 1804 or email address: [tess.albano@dfa.gov.ph](mailto:tess.albano@dfa.gov.ph)

Very truly yours,

(SGD)  
**MARIA THERESA J.F. ALBANO**  
BAC Secretariat

London, 15 February 2021

**ANNEX A**

**Terms of Reference (TOR)**

<b>Name of Project</b>	<b>Description</b>	<b>Approved Budget</b>
Procurement of Common-Use Supplies, Materials and Small Equipment	<p>a. Purchase of Common-Use Supplies, Materials and Small Equipment for the Philippine Embassy CY2021 as described in the attached Lists of Supplies (ANNEX B) prepared for:</p> <ol style="list-style-type: none"><li>1. Diplomacy</li><li>2. Consular</li></ol> <p>b. The attached list is indicative, depending on the requirement for the year;</p> <p>c. Price is valid for one year;</p> <p>d. In the event of price change, it is subject to approval and availability of funds.</p>	GBP19,000.00 (1) TBD (2)

**Conforme:**

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Contact Number (Landline and/or Mobile Phone)

\_\_\_\_\_  
Email address

Business Permit No.: \_\_\_\_\_

Tax identification No.: \_\_\_\_\_