



**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 Fire Safety Maintenance Servicing, including Supply of Replacement Parts of the Chancery's Emergency Lights located at Nos. 6-11 Suffolk Street, SW1Y 4HG London, and would like to request a quotation from your firm.

If interested, please submit your quotation and indicate your acceptance in the attached terms of reference by **25 February 2021** directly or email at the address details given below:

Bids and Awards Committee  
Embassy of the Republic of the Philippines  
6-8 Suffolk St, London SW1Y 4HG  
Email address: [tess.albano@dfa.gov.ph](mailto:tess.albano@dfa.gov.ph)

Should you require further clarification, please contact the Property Officer at telephone number 020 7451 1804 or send a message to [tess.albano@dfa.gov.ph](mailto:tess.albano@dfa.gov.ph)

Very truly yours,

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

18 February 2021

**Terms of Reference (TOR)**

<b>Name of Project</b>	<b>Description</b>	<b>Approved Budget</b>
Fire Safety Maintenance Servicing of Emergency Lights, including Materials for CY 2021	Annual Fire Safety Maintenance Servicing, including supply of materials for the Philippine Embassy's Emergency Lights located at Nos. 6-11 Suffolk Street, SW1Y 4HG London	GBP3,000.00

**Conforme:**

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

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

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

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

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