



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
PASUGUAN NG REPUBLIKA NG PILIPINAS  
LONDON

**REQUEST FOR QUOTATION**

Sir/Madam:

The Embassy of the Republic of the Philippines in London intends to procure **service provider for the regular maintenance, MOT and other services of the embassy registered motor vehicles** for CY2019, and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance in the attached term of reference for the procurement **by 07 February 2019 at 12:00 noon**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address 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) or [embassy@philemb.co.uk](mailto:embassy@philemb.co.uk).

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,

**Maria Theresa Jesusa F. Albano**  
Property Officer and Attaché

01 February 2019

**Terms of Reference (TOR)**

Name of Project	Description	Budget / Amount
<p>Maintenance and Repair Service for CY2019</p>	<p>Maintenance and Repair Services of the Philippine Embassy registered vehicles, essential for the efficient performance and security of the passengers. Following are the Philippine Embassy registered vehicles:</p> <ol style="list-style-type: none"> <li>a. PHI 1 – BMW 730D (2010);</li> <li>b. 233D 408 – MB E350 (2013);</li> <li>c. 233D 399 – MB S280 (2004);</li> <li>d. 233d 369 – MB Viano 2.2 X-Long (2009);</li> <li>e. 233D 375 – VW Sharan S1.9 (2009)</li> </ol> <p>Repairs and Maintenance Services, but not limited, to the following:</p> <ul style="list-style-type: none"> <li>• Annual MOT;</li> <li>• To cover parts and labour for the full service and full inspection;</li> <li>• Replace all filters and fuel filter,</li> <li>• Front and rear brakes disc and pads;</li> <li>• Front and rear tyres and balance;</li> <li>• Brake light bulb and front light bulb;</li> <li>• Check steering and shock absorber and reset;</li> <li>• Check all fluid and top up;</li> <li>• Change anti freeze;</li> <li>• Screen wash;</li> <li>• Replace Screen Wash Motors</li> <li>• Clean Engine Breather</li> <li>• Engine Oil Treatment</li> <li>• Top Up Oil</li> <li>• Repair Rear Flusher Unit /Replace Bulb</li> </ul>	

**Conforme:**

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

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

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

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

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