



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 the services of a reputable Motor Vehicle Repair Shop for the maintenance and repairs of the Embassy's registered motor vehicles for the Fourth Quarter of 2018, 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/technical specifications for the procurement **by 28 September 2018**. The Embassy accepts open quotations submitted directly, through facsimile or email at the address and fax numbers given below:

Bids and Awards Committee
Embassy of the Republic of the Philippines
6-8 Suffolk St, London SW1Y 4HG
Fax No. 020 79309787
Email address: tess.albano@dfa.gov.ph or 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

Very truly yours,

A handwritten signature in blue ink, appearing to read 'M. Albano'.

Maria Theresa Jesusa F. Albano
Property Officer and Attaché

25 September 2018

Terms of Reference (TOR)

Name of Project	Description	Budget / Amount
Maintenance and Repairs	Maintenance Services, Repairs and Replacement of Destroyed Parts for Philippine Embassy registered motor vehicles: <ol style="list-style-type: none"> a. PHI 1 – BMW 730D (2010); b. 233D 408 – MB E350 (2013); c. 233D 375 – VW Sharan S1.9 (2009) d. 233D 399 – MB S280 (2004); e. 233d 369 – MB Viano 2.2 X-Long (2009); 	£4,500.00
	PHI 1 - BMW 730D (2010) <ul style="list-style-type: none"> • To cover Parts and labor for the full service and full inspection, incl excess fee to replace front wind screen (£100.00) • Replace all filters and fule filter, front and rear brakes disc and pads; 2 rear tyres and balance; brake light bulb and front light bulb • Check steering and shock absorber and reset, check all fluid and top up; change anti freeze and screen wash 	
	233D 408 - Mercedes BenzE350 (2013) <ul style="list-style-type: none"> • To cover Parts and labor for the full service and full inspection • Replace all filters and fule filter, front and rear brakes disc and pads; 2 rear tyres and balance; brake light bulb and front light bulb • Check steering and shock absorber and reset, check all fluid and top up; change anti freeze and screen wash 	
	233D 375 - Volkswagen Sharan (2009) <ul style="list-style-type: none"> • To cover Parts and labor for the full service and full inspection • Replace all filters and fuel filter, front and rear brakes disc and pads; 2 rear tyres and balance; brake light bulb and front light bulb • Check steering and shock absorber and reset, check all fluid and top up; change anti freeze and screen wash 	

	233D 369 - Mercedes Viano (2009) <ul style="list-style-type: none"> • 4 tyres 225/60/16 + labor • Replace all filters and fuel filter, front and rear brakes disc and pads; brake light bulb and front light bulb 	
	233D 399 – MB S280 (2004) <ul style="list-style-type: none"> • Replace Screen Wash Motors • Clean Engine Breather • Engine Oil Treatment • Top Up Oil • Repair Rear Flusher Unit /Replace Bulb 	

Conforme:

Signature over printed name

Contact Number (Landline and/or Mobile Phone)

Email address

Business Permit No.: _____

Tax identification No.: _____