



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 Office Insurance Coverage for the Philippine Embassy for a period of one year, from 18 March 2019, and would like to request a quotation from your company.

Please submit a signed quotation and indicate your acceptance in the attached terms of reference for the procurement **by 08 March 2019** at 12:00 Noon. 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: [embassy@philemb.co.uk](mailto:embassy@philemb.co.uk) or [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,

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

01 March 2019

**Terms of Reference (TOR)**

<b>Name of Project</b>	<b>Description</b>	<b>Budget / Amount</b>
Philippine Embassy Insurance Coverage	Office Insurance for CY2019 from 18 March 2019 to 17 March 2020, covering the following risks:  Risk Address: 6, 8, 10 & 11 Suffolk Street, London, SW1Y 4HG  - Property Damage - Equipment Breakdown - Tenant's Improvements - Business Interruption - Money - Employer's Liability - Public Liability - Terrorism - Professional/Legal	£5,500.00

**Conforme:**

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

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

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

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

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