



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 **Repairs/Refitting of a Drainage located at Basement of No. 6 Suffolk Street**, 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 27 December 2018 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: 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,

Maria Theresa Jesusa F. Albano
Property Officer and Attaché

18 December 2018

Terms of Reference (TOR)

Name of Project	Description	Budget / Amount
Repairs/Refitting of a Drainage at the Philippine Embassy	Repairs/Refitting of a Drainage located at Basement of No. 6 Suffolk Street London	£2,000.00

Conforme:

Signature over printed name

Contact Number (Landline and/or Mobile Phone)

Email address

Business Permit No.: _____

Tax identification No.: _____