



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 **Fleet Breakdown Cover** for a period of one year for its five (5) vehicles, that include sedan and vans, 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](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

18 December 2018

**Terms of Reference (TOR)**

<b>Name of Project</b>	<b>Description</b>	<b>Budget / Amount</b>
Fleet Breakdown Cover with UK coverage	Fleet Breakdown Cover with UK Coverage for Philippine Embassy London's registered vehicles: a. PHI 1 – BMW 730D (2010); b. 233D 408 – MB E350 (2013); c. 233D 399 – MB S280 (2004); d. 233d 369 – MB Viano 2.2 X-Long (2009); e. 233D 375 – VW Sharan S1.9 (2009)	£180.00 per vehicle

**Conforme:**

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

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

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

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

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