



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 Comprehensive Insurance Coverage for the Embassy Registered Motor Vehicles for a period of one year, from January to December 2019, 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 04 January 2019, 5:00 p.m.** 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 or 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

Very truly yours,

Maria Theresa Jesusa F. Albano
Property Officer and Attaché

27 December 2018

Terms of Reference (TOR)

Name of Project	Description	Budget / Amount
Comprehensive Insurance Coverage for Motor Vehicles	Comprehensive Insurance Coverage for Philippine Embassy London's Motor Vehicles, enumerated as follows: 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); and f. 233D 409 – MB Viano 250S (2018)	£16,500.00

Conforme:

Signature over printed name

Contact Number (Landline and/or Mobile Phone)

Email address

Business Permit No.: _____

Tax identification No.: _____