



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 **Maintenance & Repair Services of Radiators**, 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,

A handwritten signature in blue ink, appearing to read 'Maria Theresa Jesusa F. Albano'.

**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>
Radiator Maintenance/Repairs at the Philippine Embassy	Maintenance/Repairs of Radiators, including Replacement Parts, at the Philippine Embassy located at 6-11 Suffolk Street, SW1Y 4HG London	£3,500.00

**Conforme:**

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

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

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

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

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