



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 intends to procure **services for the revival/repair of a three-seat leather sofa, including refilling of the individual seats, leather colour enhancement/revival** and would like to request a quotation from your company. Attached are photos of the sofa, for reference

Please submit a signed quotation and indicate your acceptance in the attached term of reference for the procurement **by 27 December 2018 at 12:00 noon**. The Embassy accepts open quotations submitted directly, through facsimile number or email address, as follow:

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 and/or schedule on-site survey, please contact the Property Officer at telephone number 020 7451 1804 or send a message to tess.albano@dfa.gov.ph

MARIA THERESA JESUSA F. ALBANO
Property Officer and Attachè

18 December 2018

Annex A

Terms of Reference (TOR)

Name of Project	Description	Budget / Amount
Repair of 3-seat Leather Sofa	To repair and revival of an old 3-seat leather sofa, including refilling of foam to each individual seats/cushions, color enhancement/polishing of leather in deep brown	£2,300.00

Conforme:

Signature over printed name

Contact Number (Landline and/or Mobile Phone)

Email address

Business Permit No.: _____

Tax identification No.: _____

London, _____(date)

