



# EMBASSY OF THE REPUBLIC OF THE PHILIPPINES BRUSSELS

**RFO-005-2025**

## **REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Brussels, Belgium, through its Bids and Awards Committee, is seeking quotations or proposals from reputable insurance providers for the procurement of a comprehensive car insurance policy for its official service vehicle, a Mercedes Benz V Class 250d Avantgarde (L3) 2022 with plate number CDBC 139. Following are the details:

Item	Specifications
Comprehensive car insurance policy	▪ Comprehensive insurance coverage
	▪ Third-party liability coverage
	▪ Optional add-ons, if any, to be included in the premium
	▪ Coverage period: 12 months
	▪ Please include in the offer the (a) benefits included in the premium, (b) applicable clauses, and (c) general conditions and provisions
	▪ Quotation validity: Please indicate the validity period of the offer
	▪ Technical specifications: See Annex A

Quotations/proposals are to be submitted on or before **19 May 2025** via email at [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph) or in person at 297 Avenue Molière, 1050 Ixelles.

Award of the contract shall depend on your company's proposal, which should comply with the minimum description as stated above and other terms and conditions stated in the attached technical specifications and schedule of requirements.

The Embassy of the Philippines reserves the right to reject the price quotation, declare a failure or not to award the contract for any reasonable ground.

Price quotation shall be in Euro and shall include all taxes and other lawful charges. Your company is requested to submit a signed price quotation and indicate its acceptance of the attached technical specifications of this procurement.

For further information and clarification, please email the Property Section at [mari.santera@dfa.gov.ph](mailto:mari.santera@dfa.gov.ph) or call 0472 64 43 41.

Sincerely yours,

  
**PABLITO A. MENDOZA**  
Chairperson  
Bids and Award Committee

## **ANNEX A**

### **TECHNICAL SPECIFICATIONS**

#### **I. Background**

The Embassy of the Philippines in Brussels, Belgium is in the process of procuring a one-year car insurance coverage for its official service vehicle.

#### **II. Technical Specifications**

Item	Description
Official service vehicle	One unit
Policy holder	Embassy of the Philippines in Brussels
Car model	Mercedes Benz V Class 250d Avantgarde (L3)
Model year	2022
Chassis number	W1VVMLEZ9P4197037(01)
Total technical allowable weight	3100 kg

#### **III. Deliverables**

The car insurance must cover expenses against loss or damage in the event of an accident, theft or vandalism, damage to third parties, damage by nature, fire, and damage caused by direct contact with animals. It must also include a service vehicle in the event of damage caused by an accident in Belgium.

## PRICE QUOTATION FORM

[ DATE ]

Philippine Embassy  
297 Avenue Moliere  
1050 Ixelles

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation:

Qty	Items	Specifications	Total Price (EURO)
1	Car insurance for the official service vehicle of the Embassy of the Philippines, Brussels		

(Amount in words)

---

---

The above-quoted prices are inclusive of all costs, including applicable taxes.

Very truly yours,

---

Name of Company

---

Printed Name and Signature

---

Contact Details