



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
**TOKYO, JAPAN**

**REQUEST FOR QUOTATION**

Sir/Madam:

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure **160 boxes of Single Origin Coffee Collection Boxes** for the Embassy holiday gifts, and would like to request a quotation for such items from qualified and capable service providers.

The Terms of Reference of the Project are attached as **Annex A**.

Interested companies/suppliers are kindly requested to accomplish the attached Price Quotation Form (**Annex B**) and submit it directly or by email to the Philippine Embassy in Tokyo through:

**Mr. ANWAR M. ITO**

Head, Bids and Awards Committee (BAC) Secretariat

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

The deadline for the submission of quotations is on 12 November 2022 at 12:00 NN.

For further information and clarification, please email the Administrative Section of the Philippine Embassy at [admin.section@philembassy.net](mailto:admin.section@philembassy.net) or call +813 5562 1600 to 1602, 1604 to 1605 ext. 122 or 121.

Very Truly Yours,



**ANWAR M. ITO**  
Administrative Officer  
Head, BAC Secretariat

4 November 2022

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure **160 boxes of Single Origin Coffee Collection Boxes**, from a reputable company/service provider.

**I. Description**

Procurement of 160 boxes of Single Origin Coffee Collection Boxes

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed Five Hundred Thousand Pesos (Php500,000.00).

**III. Deliverables**

The company/supplier shall provide the Philippine Embassy 160 boxes of Single Origin Coffee in collection boxes with Philippine elements (materials and/or designs).

**IV. Pricing**

The offered quote or cost of the contract can be in Japanese Yen or Philippine Peso and inclusive of all applicable government taxes and charges, delivery cost, and installation charges.

**V. Evaluation Process**

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer.

The Philippine Embassy reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without thereby incurring any liability to the affected company/supplier.

**VII. Terms of Payment**

Payment shall be made within seven (7) days upon delivery/completion and acceptance of the item/s under the Project.

**ANNEX B**

**PRICE QUOTATION FORM**

Embassy of the Republic of the Philippines  
5-15-5 Roppongi, Minato-ku, Tokyo  
Japan

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

DESCRIPTION	QTY	QUOTE
<b>Delivery of 160 boxes of Single Origin Coffee Collection Boxes at the Philippine Embassy in Tokyo</b>		
<b>TOTAL (inclusive of tax and other lawful charges)</b>		JPY/PHP

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in JPY/PHP :

Amount in words :

Very truly yours,

\_\_\_\_\_  
Name of the Company/Supplier

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number