



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

REQUEST FOR QUOTATION/PROPOSAL

The Embassy of the Philippines in Tokyo, Japan, through the authorized appropriations in the FY 2024 General Appropriations Act, and chargeable against Post's Capital Outlay (CO), intends to apply the sum of **Eight Hundred Fifty Thousand Japanese Yen (JPY850,000)**, the Approved Budget for the Contract (ABC) for the pruning of thirteen (13) tall trees on the Otafukuzaka side of the Chancery, located at 5-15-5 Roppongi, Minato-ku, Tokyo. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

- Name of Project** : Pruning of Thirteen (13) Trees at the Chancery
- Location** : 5-15-5 Roppongi, Minato-ku, Tokyo, Japan
- Specifications** : *(Please see attached Annex "A" for complete requirements)*
- Approved Budget** : Eight Hundred Fifty Thousand Japanese Yen (JPY850,000)

Interested contractors are required to submit their duly signed Price Quotation Form (Annex "A"). Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 6 February 2024 (Japan Time). Open quotations/proposals may be submitted in person or through fax at 03-5562-1603.

The Embassy reserves the right to accept or reject any quotation, to annul the procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mr. ALVIN C. MALASIG
Head, BAC Secretariat
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Tel.: (03) 5562-1600 local 121
Email: admin.section@philembassy.net

25 January 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for the pruning of thirteen (13) trees at the Chancery located at 5-15-5 Roppongi, Minato-ku, Tokyo.

I. Description

The project involves the pruning of thirteen tall trees located on the Otafukuzaka side of the Philippine Embassy. The actual work will include deployment of staff to handle on site traffic management.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed Eight Hundred Fifty Thousand Japanese Yen (JPY850,000.00).

III. Deliverables and Completion Schedule

The company/supplier shall provide the Philippine Embassy the pruning of trees that meets the minimum specifications. The Project must be completed by 30 March 2024.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful 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 incurring any liability to any proponent.

VII. Terms of Payment

Payment shall be made within fifteen (15) days upon the Embassy's acceptance of the completed project and submission of all required documents, unless a different mode is requested and acceptable to both parties. .

PRICE QUOTATION FORM

30 January 2024

Philippine Embassy
5-15-5 Roppongi, Minato-ku
Tokyo-to 106-8537

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	Unit Price (JPY)	Total Price (JPY)
1	Pruning of 13 trees at the Chancery	Date: To be completed by 30 March 2024		

(Amount in words) _____

The above-quoted prices are inclusive of all costs, including driver's wage, toll fees, fuel, and applicable taxes, and I undertake to perform said service and/or deliver said service at the above specified address and complete the same on or before the agreed date.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details