



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

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for renovation of the guardhouse and construction of drivers' waiting area at the Philippine Embassy Chancery in Roppongi, and would like to request a quotation from qualified and capable service provider.

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

Interested companies 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

The deadline for the submission of quotations is on 18 September 2023 at 12:00 NN.

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

Sincerely yours,

ANWAR M. ITO
Administrative Officer
Head, BAC Secretariat

31 July 2023

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31 July 2023

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to renovate the guardhouse and construct a drivers' waiting area at the Philippine Embassy Chancery in Roppongi, hereinafter referred to as the Project, from a reputable company/supplier.

I. Specification/Particulars

1. Conduct a thorough assessment of the current guardhouse and surrounding area to identify necessary renovations, security system requirements, and the optimal location for the driver's waiting area.
2. Engage a professional architect or design firm to develop a comprehensive renovation plan for the guardhouse. The design should prioritize functionality, security, and aesthetics, taking into consideration the specific needs and requirements of the Embassy.
3. Ensure that the renovation adheres to local building codes and safety regulations.
4. Maximize the space of the guardhouse and construct a driver's waiting area adjoining to the existing structure. The total space of the proposed structure shall not exceed 8.6sqm.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Four Million One Hundred Twenty Four Thousand Nine Hundred Yen Only (JPY4,124,900) or One Million Seven Hundred Sixty Five Thousand Seven Hundred Seventy Four and Fifty Centavos (PHP1,765,774.50).**

III. Deliverables

The company/supplier shall supply the Philippine Embassy the above-mentioned renovation project that meets the minimum specifications indicated under Section I above.

IV. Pricing

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

V. Warranty

The item/equipment provided by the company/supplier should include the manufacturer's appropriate warranty. The company/supplier shall be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

VI. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer or Lowest Calculated Responsive Quotation (LCRQ).

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 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
TOTAL (inclusive of tax and other lawful charges)		JPY

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

Total Amount in JPY :
Amount in words :

Very truly yours,

Name of the Company/Supplier

Name/Signature of Representative

Contact Number