



**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 under the General Appropriations Act and chargeable against Post's MOOE, intends to apply the sum of **Two Hundred Fifty Thousand Japanese Yen (¥250,000)**, being the Approved Budget for the Contract (ABC) for the **creation and preparation of recipes for twelve (12) Filipino dishes and three (3) drinks good for 50 people on 25 April 2023 in celebration of the Filipino Food Month.** Quotations/Proposals received in excess of the ABC shall be automatically rejected.

**Name of Project** : **Special Filipino Food Month 2023**  
**Location** : **5-15-5 Roppongi, Minato-ku, Tokyo**  
**Specification** : ***(Please see attached Annex "A" for complete requirements)***  
**Approved Budget** : **Two Hundred Fifty Thousand Japanese Yen (¥250,000)**

Interested suppliers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 6PM of 10 April 2023 (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 proposal process, and to reject all quotations/proposals at any time prior to contract award without thereby incurring any liability to the affected supplier or suppliers.

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

**Mr. ANWAR M. ITO**

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](mailto:admin.section@philembassy.net); [hp.calabocal@philembassy.net](mailto:hp.calabocal@philembassy.net)

3 April 2023, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure the services of a Chef for the creation and preparation of recipes for twelve (12) Filipino dishes and three (3) drinks good for 50 people on 25 April 2023 in celebration of the Filipino Food Month.

**I. Description**

Procurement of the services of a Chef for the Special Filipino Food Month 2023

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed Two Hundred Fifty Thousand Japanese Yen (JPY250,000).

**III. Deliverables**

The company/supplier shall provide the following services:

- Research and development of Filipino dishes subject to the specific theme of the celebration;
- Creation and submission of recipes for 12 Filipino dishes and 3 drink recommendations that will form part of the menu served at the Special Filipino Food Month 2023;
- Preparation of all 12 Filipino dishes and 3 drinks good for 50 people on 25 April 2023;
- Coordination with Tokyo PE during the development of dishes and beverages, and finalization of the dishes to be included in the menu; and
- To provide servers/waiters on the day of the event.

**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 service charge.

**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.

## PRICE QUOTATION FORM

3 April 2023

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

Sir/Madam,

After having carefully read and accepted the general conditions, I/we quote on the item/s at price/s noted below (in the Request for Quotation), hereunder is our quotation/s for the item/s as follows:

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Procurement of the services of a Chef for the Special Filipino Food Month 2023	Date of Event: 25 April 2023 (Tuesday)		
		Attendance for 50 pax		
		Title of event: Special Filipino Food Month 2023		

(Amount in words) \_\_\_\_\_

The above-quoted prices are inclusive of all delivery costs and applicable taxes, and I undertake to perform said service and/or deliver said goods at the above specified address on **25 April 2023**.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Contact Details