



**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 the services of a company to provide hotel venues and arrangements for food and activities for the Teambuilding of Tokyo PE 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](mailto:admin.section@philembassy.net)

The deadline for the submission of quotations is on 30 October 2023 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.

Sincerely yours,

**VICTOR M. ATANGAN**  
Acting Administrative Officer  
Head, BAC Secretariat

16 October 2023

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure the services of a company to provide hotel venues and arrangements for food and activities for the Teambuilding of Tokyo PE, hereinafter referred to as the Project, from a reputable company.

**I. Description**

Two-day activities for the Philippine Embassy's Team-Building-cum-Cultural-Immersion Activity

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed One Million Nine Hundred Eighty Thousand Japanese Yen (¥1,980,000)

**III. Deliverables**

The company shall provide the Philippine Embassy the venue, activities, hotel accommodation, transportation and food for the 2-day activities of the TBA. The Project must be held on 11-12 November 2023.

**IV. Pricing**

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

**V. 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.

**VI. Terms of Payment**

Payment shall be made within seven (7) days upon completion of the Project.

**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>TOTAL (inclusive of tax and other lawful charges)</b>		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