



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 Philippines in Tokyo, Japan, through the authorized appropriations under the General Appropriations Act and chargeable against National Commission for Culture and the Arts (NCCA) Funds, intends to apply the sum of **Five Hundred Thousand (Php500,000)**, being the Approved Budget for the Contract (ABC) for the services of the guest performers at the Reception for the commemoration of 56th ASEAN Day and 50th Anniversary of ASEAN-Japan Relations to be held on 15 August 2023 in Tokyo, Japan and would like to request a quotation from qualified and capable service providers.

Quotations/Proposals received in excess of the ABC shall be automatically rejected.

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

Interested 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

The deadline for the submission of quotations is on 14 July 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

1 June 2023

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to engage the services of guest performers at the **ASEAN MONTH 2023 Reception for the 56th ASEAN Day and 50th Anniversary of ASEAN-Japan Relations** to be held on 15 August 2023 in Tokyo, Japan, hereinafter referred to as the Project, from a reputable company/supplier.

I. Specification/Particulars

The guest performers will be composed of an Octet and One Conductor from 6:00pm to 8:00pm on 15 August 2023.

Minimum requirements for the guest performers and inclusions are as follows:

- Research and development of a list nine (9) original Filipino music or Philippine Folksongs or “Kundiman” aimed at highlighting the Philippine culture, Filipino music, and Filipino talents;
- Creation of musical arrangements and mastery of 9 approved songs, according to professional standards;
- Mastery of the ASEAN Hymn following the standard arrangement of the song; and
- Professionally perform the nine (9) approved Filipino music and the ASEAN Hymn on 15 August 2023, with accompanying music or props (if any), and in appropriate Filipiniana attire.

II. Approved Budget for the Contract

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

III. Pricing

The offered quote or cost of the contract can be in Philippine Peso and inclusive of all applicable government taxes and charges and service charges.

IV. 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.

V. Terms of Payment

Payment shall be made within seven (7) days upon completion of the event pursuant to 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
Services of guest performs at the Reception in commemoration of the 56th ASEAN Day and 50th Anniversary of ASEAN-Japan Relations Date: 15 August 2023 Time: 6:00pm - 8:00pm Location: Hotel in Tokyo		
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