



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

BIDS AND AWARDS COMMITTEE

BAC RESOLUTION NO. 2025-010

RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 THE AWARD TO JUNSENDO PRINTING CO. LTD. FOR THE PROCUREMENT FOR CARD WITH ENVELOPE SETS AND GOLD SEALS

WHEREAS, the Embassy of the Republic of the Philippines in Japan (Embassy), regularly uses card with envelope sets to send correspondence and to serve as gift card envelopes for tokens and official gifts;

WHEREAS, as part of the Embassy's consular functions, the Embassy also requires gold seals for the use of its Consular Section for the issuance of notarial certificates;

WHEREAS, the Embassy requires the services of a qualified printing company which is capable of customizing orders for the Embassy's card with envelope sets and gold seals, as the Embassy's current office printers are only capable of performing regular office printing functions;

WHEREAS, the procurement for card with envelope sets and gold seals, with an Approved Budget for the Contract (ABC) of **Five Hundred Thousand Japanese Yen (JPY500,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund, through its funds for Maintenance and Other Operating Expenses (MOOE);

WHEREAS, under the "*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas*," as approved under GPPB Resolution No. 28-2017 dated 31 July 2017, the procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out Requests for Quotations (RFQ) to at least three (3) suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

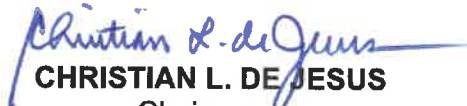
WHEREAS, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, and the requirement of advertisement of procurement projects through newspapers have been dispensed with, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

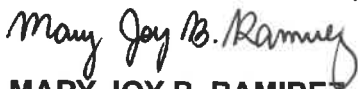
WHEREAS, for the procurement for card with envelope sets and gold seals, the Philippine Embassy requested quotations from reputable printing companies, namely Junsendo Printing Co. Ltd., Stella Spica and Kinko's;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Junsendo Printing Co. Ltd. submitted the lowest calculated and responsive bid** in the amount of **Four Hundred Sixty-Five Thousand Three Hundred Japanese Yen (JPY465,300.00)**. Stella Spica submitted a bid of Six Hundred Forty Thousand Japanese Yen (JPY640,000.00) and Kinko's submitted a bid of Five Hundred Eighty-Three Thousand Japanese Yen (JPY583,000.00), both in excess of the ABC;

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for procurement for card with envelope sets and gold seals, to **Junsendo Printing Co. Ltd.** for the total amount of **Four Hundred Sixty-Five Thousand Three Hundred Japanese Yen (JPY465,300.00)**, including taxes and other lawful charges.

Adopted this 25th day of April 2025 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


JAN KENNETH E. BOLANTE
Member


FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member

Approved:

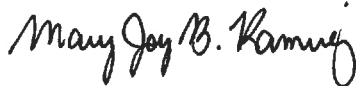

MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 25 April 2025

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for procurement for card with envelope sets and gold seals, to **Junsendo Printing Co. Ltd.** for the total amount of **Four Hundred Sixty-Five Thousand Three Hundred Japanese Yen (JPY465,300.00)**, including taxes and other lawful charges.

Adopted this 25th day of April 2025 in Tokyo, Japan.


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Chairperson


MARY JOY B. RAMIREZ
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JAN KENNETH E. BOLANTE
Member

FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 25 April 2025

NAME	INITIALS
Vice Consul AO MIA Rulloda BAC-Secretariat, Head	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	



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

NOTICE OF AWARD

Date: 30 April 2025

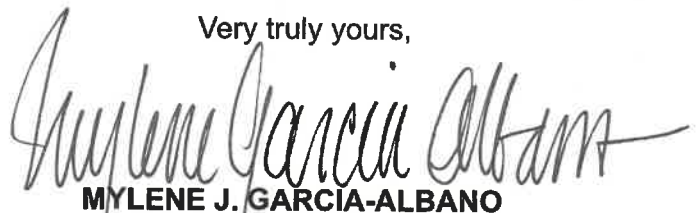
Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No. 2025-010 dated 25 April 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Junsendo Printing Co. Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of Card with Envelope Sets and Gold Seals	Four Hundred Sixty-Five Thousand Three Hundred Japanese Yen (JPY465,300.00)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

Mr. Izumi Matsumura
President
Junsendo Printing Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

Date: 30 April 2025

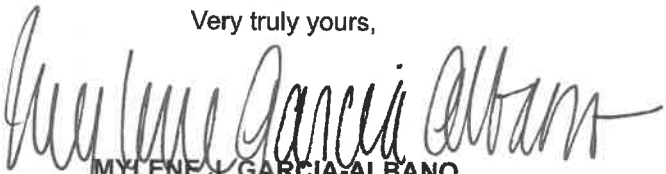
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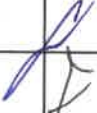
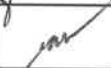
Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of Card with Envelope Sets and Gold Seals	Four Hundred Sixty-Five Thousand Three Hundred Japanese Yen (JPY465,300.00)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


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Ambassador
Head of the Procuring Entity

Mr. Izumi Matsumura
President
Junsendo Printing Co. Ltd.
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	
CG MJB Ramirez BAC Vice Chairperson	
Consul JKE Bolante BAC Member	
Consul FG Quintin BAC Member	
Consul AC Malasig BAC Member	
Vice Consul AO MIA Rulloda BAC Secretariat Head	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	

収 入
印 紙

受 注 契 約 書

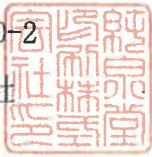
フィリピン共和国大使館 様

受注者 住 所 東京都北区中里1-10-2

氏 名 純泉堂印刷株式会社

代表取締役 松村 泉

登録番号:T6010001080431



下記の金額及び条件をもって納入又は履行することをお願いいたします。

件 名 カード・封筒セット 及び シール

契約金額 465,300円 (うち消費税及び地方消費税額 42,300円)

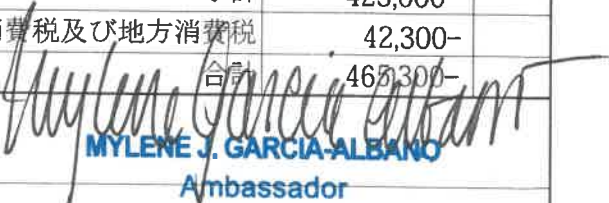
内 訳	品 名 もしくは 受託内容	形状寸法	数 量	単 価	金 額	軽減税率対象
	ロゴ金箔入り カード・封筒セット	カード 109mm×161mm 封 筒 120mm×176mm	2,000set	@153-	306,000-	10%
	Gold Seal	歯車 直径 60mm	10,000 s.	@11.70-	117,000-	10%

(消費税率8%対応分)	小計	-
	消費税及び地方消費税	-
	合計	-

(消費税率10%対応分)	小計	423,000-
	消費税及び地方消費税	42,300-
	合計	465,300-

条 件

- 履行期限 2025 年 5 月 30 日
- 納入・履行場所 フィリピン大使館 総務部
- 支払条件 履行後の請求に基づく銀行振込


MYLENE J. GARCIA-ALBANO
Ambassador

07 MAY 2025

Translation

ORDER CONTRACT

Embassy of the Republic of the Philippines

Contractor Address 1-10-2 Nakazato, Kita-ku, Tokyo
(Company Seal/Hanko)
Full Name Junsendo Printing Co. Ltd.
Representative Director: Izumi Matsumura
Registration Number: T6010001080431

We accept delivery or performance under the following amounts and conditions.

Subject: Cards, envelopes and stickers
Contract Amount: ¥465,300 (Including consumption tax and local consumption tax) ¥42,300

Product Name or Contents of Contract	Type and Dimensions	Quantity	Unit Price	Amount	Tax
Card and Envelope Set with Gold Logo	Card 109mmx161mm Card 120mmx176mm	2,000 sets	153-	306,000	10%
Gold Seal	Diameter 60mm	10,000 pieces	11.70-	117,000	10%

BREAKDOWN

(For Consumption Tax Rate of 8%)	Subtotal	-
Consumption Tax and Local Consumption Tax		-
Total		-

(For Consumption Tax Rate of 10%)	Subtotal	423,000
Consumption Tax and Local Consumption Tax		42,300
Total		465,300

Conditions:

1. Performance Deadline: 7 May 2025 (Name of Signatory)
2. Place of Delivery and Performance: Philippine Embassy Administrative Section
3. Payment Terms: Bank transfer upon request after fulfillment (Date)



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

NOTICE TO PROCEED

Date: 12 May 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 30 April 2025 issued by the Philippine Embassy in Tokyo, **Junsendo Printing Co. Ltd.** is hereby engaged to provide card with envelope sets and gold seals, for the total amount of **Four Hundred Sixty-Five Thousand Three Hundred Japanese Yen (JPY465,300.00)**, inclusive of taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184 or the "Government Procurement Reform Act".

Very truly yours,

MYLENE J. GARCIA-ALBANO

Ambassador
Head of the Procuring Entity

Mr. Izumi Matsumura
President
Junsendo Printing Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

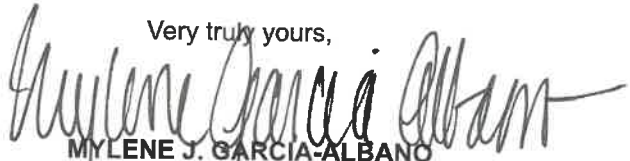
Date: 12 May 2025

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Very truly yours,


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