



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. 2025-016A

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO THE MAHAL KITA PHILIPPINE
RESTAURANT FOR THE PROCUREMENT FOR CATERING SERVICES FOR THE
ASEAN COMMITTEE IN TOKYO FAMILY DAY**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), is a member of the ASEAN Committee in Tokyo (ACT), and regularly participates in ACT activities in order to foster friendly relations with diplomatic missions from ASEAN in Japan;

WHEREAS, one of the ACT's regular activities is the conduct of the annual ACT Family Day, where the personnel and families of ASEAN diplomatic missions in Tokyo are enjoined to spend time together by enjoying ASEAN cuisine and participating in games and activities;

WHEREAS, the Embassy requires the services of a qualified caterer or restaurant which is capable of providing catering services for the ACT Family Day attendees;

WHEREAS, the procurement for catering services for the ACT Family Day, with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund – Representation Expenses;

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 of catering services for the ACT Family Day, the Philippine Embassy requested quotations from reputable catering companies / service providers, namely the Mahal Kita, the Bananas Filipino Bistro and Ulam Tokyo;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Mahal Kita submitted the single calculated responsive bid** in the amount of

Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00). The Bananas Filipino Bistro and Ulam Tokyo both failed to respond within the deadline set in the Request for Quotations (3 November 2025);

WHEREAS, the BAC conducted due diligence inquiries on the submission of the Mahal Kita and found its quotation to be responsive to the Request for Quotation, and found the catering company to be technically, legally and financially capable;

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 the procurement of catering services for the ACT Family Day, to **Mahal Kita** for the total amount of **Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)**, including taxes and other lawful charges.

Adopted this 06th day of November 2025 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

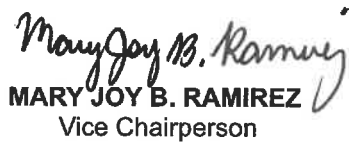
Head of the Procuring Entity

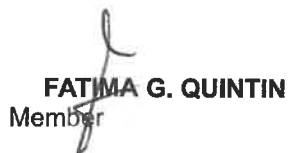
Date Approved: 06 November 2025

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 the procurement of catering services for the ACT Family Day, to **Mahal Kita** for the total amount of **Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)**, including taxes and other lawful charges.

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Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 06 November 2025

NAME	INITIALS
Vice Consul 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

Madam:

Date: 10 November 2025

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. 2025-016A dated 06 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Mahal Kita**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for catering services for the ASEAN Committee in Tokyo (ACT) Family Day	Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)

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

Ms. Miyauchi Erlinda Esconde

Caterer

Mahal Kita

Tokyo, Japan

NOTICE OF AWARD

Date: 10 November 2025

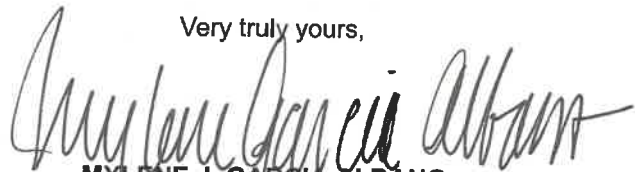
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Very truly yours,


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

Ms. Miyauchi Erlinda Esconde
Caterer
Mahal Kita
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	uj
CG MJB Ramirez BAC Vice Chairperson	mgk
Consul FG Quintin BAC Member	f
Consul AC Malasig BAC Member	ac
Consul DAR Artates BAC Member	dar
Vice Consul and AO MIA Rulloda BAC Secretariat Head	VR
CO JC Disomimba BAC Secretariat, Member	JC
PO MKCP Garcia BAC Secretariat, Member	PO
LO JR San Jose BAC Secretariat, Member	LO



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12 November 2025

MS. MIYAUCHI ERLINDA ESCONDE

Letter of Agreement

Dear **Ms. Esconde**,

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of your catering services at the ASEAN Committee in Tokyo Family Day to be held on 15 November 2025 at the Kasai Rinkai Park, Tokyo, Japan.

We welcome your proposal and quotation as submitted to the Embassy of the Republic of the Philippines in Tokyo, Japan (Tokyo PE).

In view of the foregoing, the Tokyo PE commits to support this project and shall:

- Provide a maximum amount of **Two Hundred Fifty Thousand Japanese Yen (¥250,000.00)** only as fees for the services of Ms. Esconde during the ASEAN Committee in Tokyo Family Day, subject to the provision of the deliverables / services enumerated in the conditions stated below.
- Directly release the full amount to Ms. Esconde within 30 working days after implementation of activity. This is subject to Ms. Esconde's fulfillment of the conditions stated below.
- Cover for all applicable bank charges and wire transfer fees. Bank charges and transfer fees will not be deducted from the total amount of budget stipulated in this Agreement; and

Ms. Esconde shall provide the following deliverables / services:

- Provide catering services for 75 persons. This includes food items, containers, food preparation, transportation and professional fees of the caterer, catering personnel, and servers;
- Food to be serve shall promote Filipino cuisine and/or Philippine products;
- Menu to consist of at least three (3) savory dishes, and two (2) desserts;
- Food preparation to be *halal* for the non-pork items;
- Provision of drinks during the event (i.e., soft drinks, tea, juices etc) and containers for the drinks;
- Food for sharing with ASEAN Embassies (100 persons): one (1) savory, and one (1) dessert
- Preparation of food containers for leftovers;
- Cleaning and proper waste disposal of catering items from the event and preparation area.
- For processing of payment, submit the following information and documents to Tokyo PE within 30 working days after the day the event is implemented:
 - a. Bank details necessary for remittance
 - b. Signed Letter of Agreement;

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 Japan
Tel. no. (+81) 3-5562-1600 / Fax no. (+81) 3-5562-1603
<http://tokyo.philembassy.net>

- Send an acknowledgement receipt of payment signed by Ms. Esconde within ten (10) working days from the receipt of payment.;

In the event of your unjustified failure to complete or fully implement the Project in accordance with the terms and conditions stipulated in this Agreement, the Tokyo PE may forfeit and terminate this Agreement.

Neither party shall be liable for any failure arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action arising out of acts of God, fire, flood, war, insurrections, sabotage, accidents, or any other similar circumstance beyond the reasonable control of the party whose performance is affected.

Should you be amenable with the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,

Conforme:


MYLENE J. GARCIA-ALBANO
Ambassador


MS. MIYAUCHI ERLINDA ESCONDE
Mahal Kita

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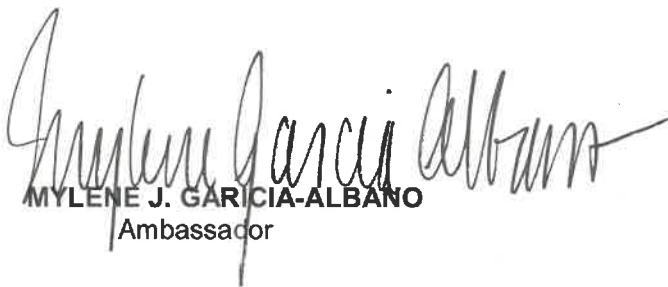
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MYLENE J. GARCIA-ALBANO
 Ambassador

MS. MIYAUCHI ERLINDA ESCONDE
 Mahal Kita

	Initials	Date
DCM		
CD Officer		11/21
BAC		11/26
CD staff		11/26



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フィリピン 共和国 大使館
TOKYO, JAPAN



NOTICE TO PROCEED

Date: 13 November 2025

Madam:

Please be informed that pursuant to the Notice of Award dated 10 November 2025 issued by the Philippine Embassy in Tokyo, **Mahal Kita** is hereby engaged to provide for the procurement for catering services for the ASEAN Committee in Tokyo (ACT) Family Day, during the service period of 15 November 2025, for the total amount of Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00), 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 Act of 2003".

Very truly yours,

MYLENE J. GARCIA-ALBANO

Ambassador

Head of the Procuring Entity

Ms. Miyauchi Erlinda Esconde

Caterer

Mahal Kita

Tokyo, Japan

NOTICE TO PROCEED

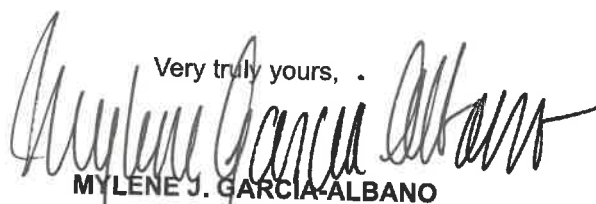
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Consul FG Quintin BAC Member	f
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Consul DAR Artates BAC Member	dar
Vice Consul and AO MIA Rulloda BAC Secretariat Head	h
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