



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. 2025-007A

RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 FOR THE AWARD TO CHEF JANE KEMMOCHI CATERING FOR CATERING SERVICES FOR THE EMBASSY'S HOSTING OF THE "TOKYO WOMEN'S CLUB" MEETING FEATURING PHILIPPINE CULTURAL PRESENTATION ON THE PHILIPPINE "TERNO" ON 23 MAY 2025

WHEREAS, the Embassy of the Republic of the Philippines in Japan (Embassy), through its Cultural Section, has been chosen by the Tokyo Women's Club (TWC) to host and to feature a cultural presentation for the TWC's meeting for the month May 2025;

WHEREAS, the Embassy requires the services of a qualified catering company/service provider for the event which is capable of providing catering services featuring Philippine cuisine and ingredients as the hosting and cultural presentation for the TWC is part of the Embassy's activities for National Heritage Month in May, and is part of the Embassy's *Sentro Rizal* activities for Fiscal Year (FY) 2025;

WHEREAS, the procurement for catering services for the Embassy's hosting of the "Tokyo Women's Club" meeting featuring Philippine cultural presentation on "*Terno*" on 23 May 2025, with an Approved Budget for the Contract (ABC) of **Four Hundred Thousand Japanese Yen (JPY400,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund, through its funds for Representation Allowance;

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 catering services for the Embassy's hosting of the "Tokyo Women's Club" meeting featuring Philippine cultural presentation on "Terno" on 23 May 2025, the Philippine Embassy requested quotations from reputable catering companies, namely Chef Jane Kemmochi Catering, Di Giorgio Catering & Restaurant and Ulam Tokyo;

WHEREAS, Chef Jane Kemmochi Catering submitted the single responsive bid in the amount of **Four Hundred Thousand Japanese Yen (JPY400,000.00)**. Di Giorgio Catering & Restaurant did not respond to the Embassy's request and Ulam Tokyo responded that catering services cannot be provided due to logistical constraints and conflict of schedule;

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 catering services for the Embassy's hosting of the "Tokyo Women's Club" meeting featuring Philippine cultural presentation on "Terno" on 23 May 2025, to **Chef Jane Kemmochi Catering** for the total amount of **Four Hundred Thousand Japanese Yen (JPY400,000.00)**, including taxes and other lawful charges.

Adopted this 23rd 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: 23 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 catering services for the Embassy's hosting of the "Tokyo Women's Club" meeting featuring Philippine cultural presentation on "Terno" on 23 May 2025, to **Chef Jane Kemmochi Catering** for the total amount of **Four Hundred Thousand Japanese Yen (JPY400,000.00)**, including taxes and other lawful charges.

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Approved:

MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 23 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

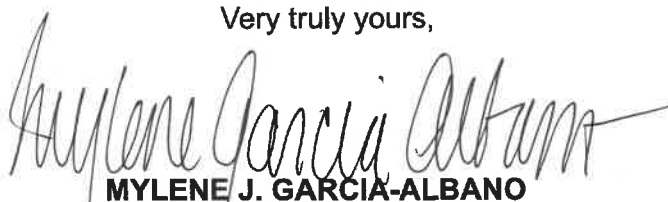
Madam:

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. 2025-007A dated 23 April 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Chef Jane Kemmochi Catering**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Catering Services for the Embassy's Hosting of the "Tokyo Women's Club" Meeting featuring Philippine Cultural Presentation on the Philippine "Terno" on 23 May 2025	Four Hundred Thousand Japanese Yen (JPY400,000.00)

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

Chef Jane Magat-Kemmochi
Chef Jane Kemmochi Catering
Tokyo, Japan

NOTICE OF AWARD

Date: 30 April 2025

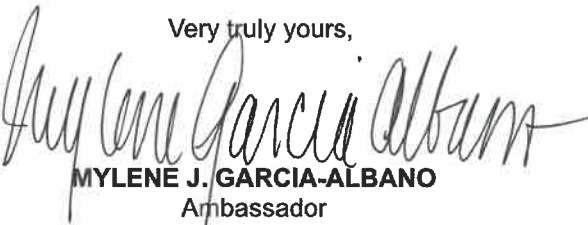
Madam:

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. 2025-007A dated 23 April 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Chef Jane Kemmochi Catering**:

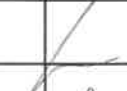
Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Catering Services for the Embassy's Hosting of the "Tokyo Women's Club" Meeting featuring Philippine Cultural Presentation on the Philippine "Terno" on 23 May 2025	Four Hundred Thousand Japanese Yen (JPY400,000.00)

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

Chef Jane Magat-Kemmochi
Chef Jane Kemmochi Catering
Tokyo, Japan

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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 and AO MIA Rulloda BAC Secretariat Head	
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EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN



LTR-106-2025

02 May 2025

MS. JANE MAGAT-KEMMOCHI
Chef Jane Kemmochi Catering

Letter of Agreement

Dear **Ms. Magat-Kemmochi**

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of the catering services of Chef Jane Kemmochi Catering for the Philippine Embassy's hosting of the "Tokyo Women's Club" Meeting featuring a Philippine cultural presentation on the Philippine "terno" on 23 May 2025 at the Ambassador's Residence in Tokyo, Japan.

We welcome your proposal and quotation as submitted to the Philippine Embassy.

In view of the foregoing, the Philippine Embassy commits to support this project and shall:

- Provide a maximum amount of **Four Hundred Thousand Yen (JPY 400,000.00)** only as fees for the catering services of Chef Jane Kemmochi Catering during Embassy's hosting of the "Tokyo Women's Club" meeting on 23 May 2025 featuring a Philippine cultural presentation on the Philippine "terno", subject to the provision of the deliverables / services enumerated in the conditions stated below.
- Directly release the full amount to Chef Jane Kemmochi Catering within thirty (30) working days after implementation of activity. This is subject to Chef Jane Kemmochi Catering'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
- Send a proof of deposit/remittance of the payment to Chef Jane Kemmochi Catering.

Chef Jane Kemmochi Catering shall provide the following deliverables / services:

- Provide catering services for the Embassy's hosting of the "Tokyo Women's Club" Meeting featuring a Philippine cultural presentation on the Philippine "terno" on 23 May 2025, with the following specifications and inclusions:
 - Catering for eighty (80) pax (buffet style);
 - For lunch service to begin at 12:00 noon at the Main Dining Room of the Official Residence and other areas of the Official Residence;

- Submission of proposed menu and options to the Embassy at least thirty (30) days before the event;
 - Menu to consist of at least five (5) savory dishes and four (4) desserts;
 - Menu to feature food items that will promote Philippine cuisine and Philippine products;
 - Food preparation to be *halal* for the non-pork items;
 - Provision of containers for the dishes to be served;
 - Provision of drinks during the event (i.e., wine, soft drinks, juices, coffee and tea) and containers for the drinks;
 - Provision of identification labels for the dishes, with specifics on key ingredients;
 - Preparation of food containers for leftovers;
 - Catering service to include complete food preparation, transportation to the event venue, and professional fees of the caterer and catering personnel;
 - 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;
 - Send an acknowledgement receipt of payment signed by Ms. Kemmochi on behalf of Chef Jane Kemmochi Catering 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 Philippine Embassy may forfeit and terminate this Agreement.

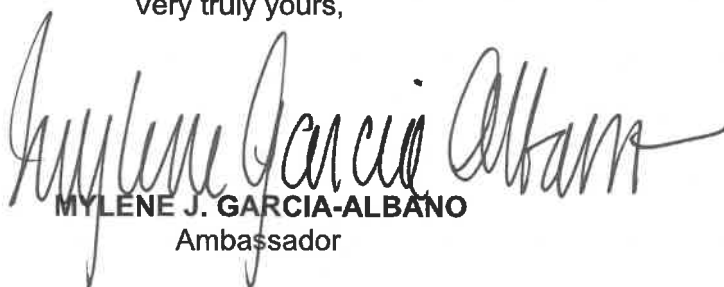
Neither party shall be liable for any failure arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action arising out of acts of God, fire, flood, war, insurrections, sabotage, accidents, or any other similar circumstance beyond the reasonable control of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

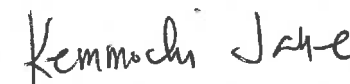
Should you be amenable with the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,

Conforme:


MYLENE J. GARCIA-ALBANO
 Ambassador


MS. JANE KEMMOCHI
 Chef Jane Kemmochi Catering



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



LTR-106-2025

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In view of the foregoing, the Philippine Embassy commits to support this project and shall:

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- Directly release the full amount to Chef Jane Kemmochi Catering within thirty (30) working days after implementation of activity. This is subject to Chef Jane Kemmochi Catering'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
- Send a proof of deposit/remittance of the payment to Chef Jane Kemmochi Catering.

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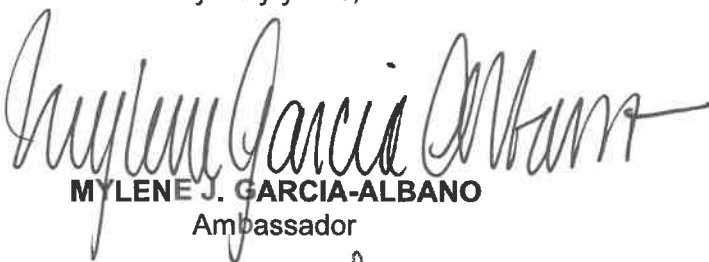
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Should you be amenable with the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,

Conforme:


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 Ambassador


MS. JANE KEMMOCHI
 Chef Jane Kemmochi Catering





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

NOTICE TO PROCEED

Date: 9 May 2025

Madam:

Please be informed that pursuant to the Notice of Award dated 30 April 2025 issued by the Philippine Embassy in Tokyo, **Chef Jane Kemmochi Catering** is hereby engaged to provide for the Catering Services for the Embassy's Hosting of the "Tokyo Women's Club" Meeting featuring Philippine Cultural Presentation on the Philippine "Terno" on 23 May 2025, for the total amount of Four Hundred Thousand Japanese Yen (JPY400,000.00), inclusive of taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 12009 or the "New Government Procurement Act".

Very truly yours,


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

Chef Jane Magat-Kemmochi
Chef Jane Kemmochi Catering
Tokyo, Japan

NOTICE TO PROCEED

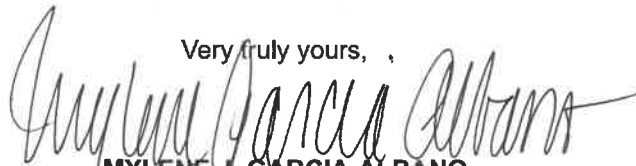
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Tokyo, Japan

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