



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. 2025-0014

RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 TO MR. RICARDO T. ARRANGOTE FOR FOR CATERING SERVICES FOR THE PREVIEW EVENT FOR “FACES AND FLORA”, A PHILIPPINE AND JAPAN NATIVE PLANTS PHOTOGRAPHY EXHIBITION

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy) received a request for support for “Faces and Flora”, a Philippine and Japan Native Plants Photography Exhibition (Exhibition), which shall feature the works of Filipino photographer Mr. Jan Zolo Rafael Mayo, from 11 July to 31 October 2025 at the Intermediatheque Museum in Tokyo, to raise awareness about the importance of native flora in sustaining healthy ecosystems;

WHEREAS, the Exhibition is part of the academic exchange between the University Museum, University of Tokyo (UMUT) and the National Museum of the Philippines (NMP) under an international agreement renewed in 2023, which aims to highlight the strong connection between the art of photography and the natural heritage of the Philippine and Japan;

WHEREAS, as support for the Exhibition, the Embassy requires the services of a qualified caterer, restaurant or chef which can provide catering services for the preview event for the Exhibition, to be held on 11 July 2025;

WHEREAS, the procurement for catering services for the preview event for “Faces and Flora”, a Philippine and Japan Native Plants Photography Exhibition, with an Approved Budget for the Contract (ABC) of **Two Hundred Thousand Japanese Yen (JPY200,000.00)** is included in Post’s Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy’s General Fund, through the funds for Representation Allowances;

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;

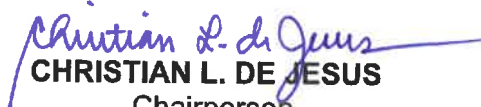
WHEREAS, for the procurement for catering services for the preview event for "Faces and Flora", a Philippine and Japan Native Plants Photography Exhibition, the Philippine Embassy requested quotations from reputable caterers / service providers, namely Ms. Gemma A. Arrangote, New Nanay's and Chef Loida Ozaki;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Ms. Gemma A. Arrangote submitted the single calculated responsive bid** in the amount of **One Hundred Eighty Five Thousand Japanese Yen (JPY185,000.00)**. New Nanay's responded that they are excusing themselves from submitting a bid while Chef Loida Ozaki failed to respond within the deadline of submission for quotations/proposals (13 June 2025);

WHEREAS, the BAC conducted due diligence inquiries on the submission of Ms. Gemma A. Arrangote and found that his quotation is responsive to the Request for Quotation, and found him to be a technically, legally and financially capable service provider;

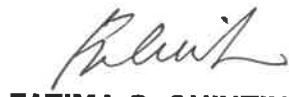
NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for the procurement for catering services for the preview event for "Faces and Flora", a Philippine and Japan Native Plants Photography Exhibition, to **Ms. Gemma A. Arrangote** for the total amount of **One Hundred Eighty Five Thousand Japanese Yen (JPY185,000.00)**, including taxes and other lawful charges.

Adopted this 18th day of June 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: 18 June 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 for catering services for the preview event for "Faces and Flora", a Philippine and Japan Native Plants Photography Exhibition, to **Ms. Gemma A. Arrangote** for the total amount of **One Hundred Eighty Five Thousand Japanese Yen (JPY185,000.00)**, including taxes and other lawful charges.

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Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 18 June 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
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TOKYO, JAPAN

NOTICE OF AWARD

Date: 20 June 2025

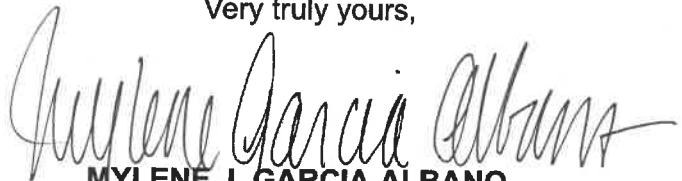
Madam:

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. 2025-014 dated 18 June 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Ms. Gemma A. Arrangote**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for catering services for the preview event for "Faces and Flora", a Philippine and Japan Native Plants Photography Exhibition	One Hundred Eighty-Five Thousand Japanese Yen (JPY185,000.00)

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. Gemma A. Arrangote
Caterer
Tokyo, Japan

NOTICE OF AWARD

Date: 20 June 2025

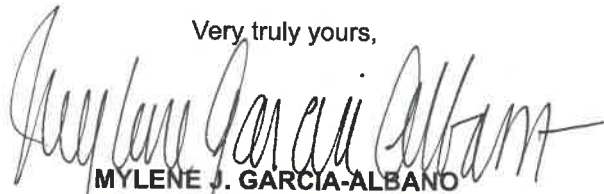
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Head of the Procuring Entity

Ms. Gemma A. Arrangote
Caterer
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	cy
CG MJB Ramirez BAC Vice Chairperson	~9x
Consul JKE Bolante BAC Member	/
Consul FG Quintin BAC Member	/
Consul AC Malasig BAC Member	/
Vice Consul and 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	/

**AGREEMENT FOR CATERING SERVICES FOR THE PREVIEW EVENT FOR “FACES
AND FLORA”, A PHILIPPINE AND JAPAN NATIVE PLANTS PHOTOGRAPHY
EXHIBITION**

KNOW ALL BY THESE PRESENTS:

This Agreement was made and executed this 25th day of June 2025 in Tokyo, Japan by and between:

The **EMBASSY OF THE PHILIPPINES TOKYO**, a Philippine Foreign Service Post, with its principal office located at 5-15-5 Roppongi, Minato-ku, Tokyo Japan 106-8537, hereinafter referred to as the **"Embassy"**, duly represented by its Ambassador, MYLENE J. GARCIA-ALBANO;

And

Ms. Gemma A. Arrangote, with address at Unit 205 Sakae So Apartment, 5-32-17 Shimouna, Setagaya-ku, Tokyo 154-0002, hereinafter referred to as the **"Caterer"**;

Witnesseth:

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy) received a request for support for "Faces and Flora", a Philippine and Japan Native Plants Photography Exhibition (Exhibition), which shall feature the works of Filipino photographer Mr. Jan Zoilo Rafael Mayo, from 11 July to 31 October 2025 at the Intermediatheque Museum in Tokyo, to raise awareness about the importance of native flora in sustaining healthy ecosystems;

WHEREAS, the Exhibition is part of the academic exchange between the University Museum, University of Tokyo (UMUT) and the National Museum of the Philippines (NMP) under an international agreement renewed in 2023, which aims to highlight the strong connection between the art of photography and the natural heritage of the Philippine and Japan;

WHEREAS, as support for the Exhibition, the Embassy requires the services of a qualified caterer, restaurant or chef which can provide catering services for the preview event for the Exhibition, to be held on 11 July 2025;

WHEREAS, in compliance with Republic Act No. 9184 or the Government Procurement Reform Act, the Embassy invited bids for the Project;

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, the Embassy received only one (1) quotation, after sending invitations to three service providers;

WHEREAS, the Embassy determined that the Caterer had the single most responsive quotation for the Project, as the Caterer was able to meet all of the technical specifications required for the Project;

WHEREAS, after the conduct of due diligence consistent with Japanese business practices, it was determined that the Caterer was qualified to undertake the Project;

WHEREAS, the Caterer has agreed to undertake the implementation of the Project based on plans/specifications and scope of work, which forms an integral part of this agreement;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants hereinafter set forth, the Parties hereby agree as follows:

Section 1: SCOPE OF WORK

1. The Caterer, at his own expense, supplying all necessary labor, supervision, management and equipment shall fully undertake the completion of the Project for the Embassy, in accordance with the plans and specifications; scope of work; as well as pertinent laws and regulations, particularly R.A. 9184 and its IRR, R.A. 12009 and its IRR, and GPPB Resolution No. 28-2017, where applicable; applicable local standards, which are hereby made as an integral part of this Agreement;
2. In consideration of the services to be performed and accomplished by the Caterer under this Agreement, the Embassy shall pay the Caterer the contract price in accordance with the terms of payment described in Sections V and VI hereof.

Section 2: TERMS OF REFERENCE

- 1) The Caterer shall be a qualified person who is capable of providing the catering services for the preview event for the Exhibition, to be held on 11 July 2025, with the following specifications and inclusions:
 - a) Catering of finger food for one hundred (100) pax;
 - b) For reception service to begin at 5pm;

- c) Venue: the Intermediatheque, 2F;
 - d) Submission of proposed menu and options to the Embassy at least thirty (30) days before the event;
 - e) Menu to consist of at least three (3) savory dishes and two (2) desserts;
 - f) Menu to feature food items that will promote Philippine cuisine and Philippine products;
 - g) Food preparation to be *halal* for the non-pork items;
 - h) Provision of containers for the dishes to be served;
 - i) Provision of drinks during the event (i.e., wine, cola, orange juice, cold tea, and cocktails based on ube and calamansi liqueur from the Philippines to be provided by the Philippine Embassy) and containers for the drinks;
 - j) Provision of identification labels for the dishes, with specifics on key ingredients;
 - k) Preparation of food containers for leftovers;
 - l) Catering service to include complete food preparation, transportation to the event venue, and professional fees of the caterer, catering personnel, and servers;
 - m) Cleaning and proper waste disposal of catering items from the event and preparation area; and
 - n) Designation of a point person who shall coordinate with the Embassy from preparations up to the day of the reception, attend meetings or answer correspondence related to this project, and provide assistance to the Embassy in all activities in relation to the reception.
- 2) The Caterer shall submit to the Embassy a post-activity report; and
 - 3) The Caterer shall confer with the Embassy at such frequency and duration as may be necessary to ensure the smooth implementation of the Project.

Section 3: Embassy's Responsibility

- 1. The Embassy shall be responsible and committed to do the following to wit:
 - a. Designate a Point Person / Supervising Consultant to monitor project implementation, logistics and other related activities during the duration of the Contract;
 - b. Provide the Caterer with any requested information on the finer points of the Project; and
 - c. Receive the ordered items and pay for the contract sum.
- 2. The Embassy shall, during the duration of this Contract, be committed to cooperate with the Caterer's Team. The Embassy must strive with the Caterer in order to meet project schedules and deadlines.

Section 4: Contract Sum

The Embassy shall pay to the Caterer for the faithful performance and completion of the above undertaking called for under this Agreement the sum of **One Hundred Eighty Five Thousand Japanese Yen (¥185,000.00)** inclusive of all applicable taxes

and other lawful charges, the manner and conditions of payment of which shall be in accordance with Section 5.

Section 5: Manner and Conditions of Payment

1. The following shall be the conditions of payment:
 - a. At the option of the Caterer, he may submit a request for payment for completed work by submitting a progress billing coupled with progress report, which shall be certified by the point person authorized by the Embassy; and
 - b. The full amount or balance of the contract price shall be paid within a reasonable time from the date the Embassy has certified the Project's completion and the Caterer's submission of all required documents;
2. This Contract Price shall not be subject to modification, except when it is due to work addition or reduction duly approved by the Embassy.

Section 6: Time of Completion

The Caterer shall complete the work on 11 July 2025.

Section 7: Support Services

The Caterer shall provide sufficient supervised manpower to assure that the completion time is met.

Section 8. Termination

1. Either party shall have the right to terminate this Agreement after giving thirty (30)-day notice in writing to the other party for any of the following causes:
 - a. Substantial failure on the part of either party in fulfilling its obligations hereunder; or
 - b. Violation of the material conditions, stipulation and covenants of this Agreement and/or attachments hereto.
2. In the event of force majeure resulting in the suspension or delay in delivery, the period shall be extended by a period commensurate to that of the period of suspension by reason of force majeure. If such event continues for a period of more than thirty (30) days after notice has been given thereof, the parties hereto agree to mutually decide the manner of proceeding or termination of this Agreement.
3. The above notwithstanding, the parties may terminate this Agreement upon mutual consent in writing.
4. In the event of termination of this Agreement for any of the reasons stated in Section 1 (a) and 1 (b) above, or for any reason whatsoever, Contractor shall be entitled to retain such amounts due for services already rendered and/or products already installed/produced for the Project.

Section 9: General Conditions

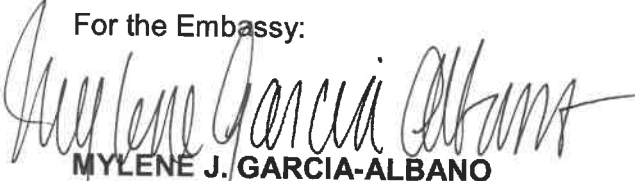
1. All procurement and payments under this Agreement shall be subject to existing government accounting and auditing rules and requirements.
2. Parties further undertake that it and its employees, except as authorized by this Agreement, will not make or permit others to make copies or reproduce any such confidential data or information referred to above, whether whole or in part, without the prior written consent of the other party.
3. Any claim arising from this agreement shall be first settled amicably through mediation and/or conciliation before resorting to judicial action;
4. If any part of this Agreement is held invalid or unenforceable, the validity and enforceability of the other parts shall not be affected thereby and shall remain in full force and effect.
5. Any notice required to be given by a Party to the other must be given in writing and shall be deemed validly served and duly received when delivered personally, or properly made, (postage prepaid) by registered mail to such other Party concerned at the address appearing herein or such other address/es as may be from time to time be notified for this purpose and any notice personally served shall be deemed to have been served on delivery and in case of registered mail, on the date ten (10) days after posting. The initial addresses of the Parties are set out in this Agreement.
6. This Agreement shall take effect upon signing hereof and shall continue to be in full force and effect unless sooner terminated by either party in writing. Such termination by a party must be served to the other at least thirty (30) days before the date of the intended termination, in accordance with Section 12 of this Agreement.

In witness whereof, the parties hereto signed this Agreement on the date and place first above written.

Service Provider:


GEMMA A. ARRANGOTE
Caterer

For the Embassy:


MYLENE J. GARCIA-ALBANO
Ambassador

Witnesses:


FATIMA G. QUINTIN
Head, Cultural Section


MARX IAN A. RULLODA
Administrative Officer



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

NOTICE TO PROCEED

Date: 30 June 2025

Madam:

Please be informed that pursuant to the Notice of Award dated 18 June 2025 issued by the Philippine Embassy in Tokyo, **Ms. Gemma A. Arrangote** is hereby engaged to provide for the procurement for catering services for the preview event for "Faces and Flora", a Philippine and Japan Native Plants Photography Exhibition, to be held on 11 July 2025, for the total amount of **One Hundred Eighty-Five Thousand Japanese Yen (JPY185,000.00)**, 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. Gemma A. Arrangote
Caterer
Tokyo, Japan

NOTICE TO PROCEED

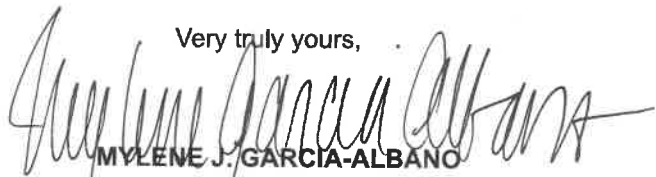
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Ambassador
Head of the Procuring Entity

Ms. Gemma A. Arrangote
Caterer
Tokyo, Japan

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