



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. 2025-019A

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO SRF LLC FOR THE PROCUREMENT
FOR THE LEASE OF VEHICLES FOR THE PHILIPPINE CHRISTMAS CONCERT**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), intends to host a series of concerts for the holidays with the following schedules: i) 30 November - Philippine Festival; ii) 01 December - Yokohama City Government at the Osanbashi Yokohama International Passenger Terminal and at the "Thank You Event" for the Yokohama Yamate Seiyokan Christmas Around the World; and iii) 02 December 2025 for the Philippine Christmas Concert main event;

WHEREAS, the series of Philippine Christmas Concerts shall showcase the vocal talents of Philippine performers, consisting of the University of Santo Tomas choir, Mr. Ronald Allan Bautista (singer), Ms. Beverly (recording artist), the Himig Koenji choir and the Syncho cultural performers;

WHEREAS, the Embassy requires the services of a qualified transportation company which is capable of providing vehicles for lease for the transportation of the performers, since the Embassy's current fleet of vehicles are already fully booked on the scheduled concert dates;

WHEREAS, the procurement for the lease of vehicles for the Philippine Christmas Concert, with an Approved Budget for the Contract (ABC) of **Nine Hundred Thousand Japanese Yen (JPY900,000.00)** 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 for the lease of vehicles for the Philippine Christmas Concert, the Philippine Embassy requested quotations from reputable transportation

companies / service providers, namely SRF LLC, HYK Co. Ltd. and R&R Travel by R&R Yokoso;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **SRF LLC submitted the lowest calculated responsive bid** in the amount of **Seven Hundred Forty Thousand Japanese Yen (JPY740,000.00)**. HYK Co. Ltd. submitted a bid of Nine Hundred Ninety-One Thousand Two Hundred Yen (JPY991,200) which is in excess of the ABC, and R&R Travel by R&R Yokoso submitted a bid of One Million One Hundred Sixty-Eight Thousand Five Hundred Yen (JPY1,168,500.00) which is in excess of the ABC;

WHEREAS, the BAC conducted inquiries on the submission of SRF LLC and found its quotation to be responsive to the Request for Quotation, and found the company 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 the lease of vehicles for the Philippine Christmas Concert, to **SRF LLC** for the total amount of **Seven Hundred Forty Thousand Japanese Yen (JPY740,000.00)**, including taxes and other lawful charges.

Adopted this 17th 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: 17 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 for the lease of vehicles for the Philippine Christmas Concert, to **SRF LLC** for the total amount of **Seven Hundred Forty Thousand Japanese Yen (JPY740,000.00)**, including taxes and other lawful charges.

Adopted this 17th day of November 2025 in Tokyo, Japan.


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Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 17 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

Date: 20 November 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. 2025-019 dated 17 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **SRF LLC**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of vehicles for the Philippine Christmas Concert	Seven Hundred Forty Thousand Japanese Yen (JPY740,000.00)

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

Mr. James Oda
Vice President
SRF LLC
Tokyo, Japan

NOTICE OF AWARD

Date: 20 November 2025

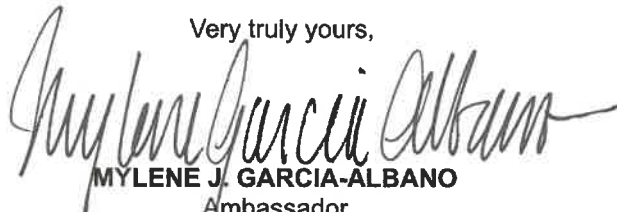
Sir:

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. 2025-019 dated 17 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **SRF LLC**:

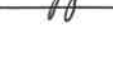
Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of vehicles for the Philippine Christmas Concert	Seven Hundred Forty Thousand Japanese Yen (JPY740,000.00)

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

Mr. James Oda
Vice President
SRF LLC
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	
CG MJB Ramirez BAC Vice Chairperson	
Consul FG Quintin BAC Member	
Consul AC Malasig BAC Member	
Consul DAR Artates 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 THE LEASE OF VEHICLES FOR THE PHILIPPINE CHRISTMAS CONCERT

KNOW ALL BY THESE PRESENTS:

This Agreement was made and executed this 24th day of November 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, H.E. MYLENE J. GARCIA-ALBANO;

And

SRF LLC, with address at 6-24-1-203 Minami Oi, Shinagawa-ku, Tokyo, Japan 140-0013, duly represented by its Vice President, Mr. JAMES ODA, hereinafter referred to as the "**Contractor**";

Witnesseth:

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), intends to host a series of concerts for the holidays with the following schedules: i) 30 November - Philippine Festival; ii) 01 December - Yokohama City Government at the Osanbashi Yokohama International Passenger Terminal and at the "Thank You Event" for the Yokohama Yamate Seiyokan Christmas Around the World; and iii) 02 December 2025 for the Philippine Christmas Concert main event;

WHEREAS, the series of Philippine Christmas Concerts shall showcase the vocal talents of Philippine performers, consisting of the University of Santo Tomas choir, Mr. Ronald Allan Bautista (singer), Ms. Beverly (recording artist), the Himig Koenji choir and the Syncho cultural performers;

WHEREAS, the Embassy requires the services of a qualified transportation company which is capable of providing vehicles for lease for the transportation of the performers, since the Embassy's current fleet of vehicles are already fully booked on the scheduled concert dates;

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 two (2) quotations and one (1) rejection, after sending invitations to three service providers;

WHEREAS, the Embassy determined that the Contractor had the lowest calculated responsive quotation for the Project, as the Contractor was able to meet all of the technical specifications required for the Project at the lowest price;

WHEREAS, the Contractor 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 Contractor, at its own expense, supplying all necessary labor, supervision, management and equipment shall fully provide the lease of transportation vehicles for the Embassy, and shall comply with the requirements for contractors under R.A. 9184 and its IRR, R.A. 12009 and its IRR, and GPPB Resolution No. 28-2017;
2. In consideration of the services to be performed and accomplished by the Contractor under this Agreement, the Embassy shall pay the Contractor the contract price in accordance with the terms of payment described in Sections V and VI hereof.

Section 2: TERMS OF REFERENCE

- 1) The company/supplier shall be a qualified service provider / transportation company that is capable of leasing vehicles for the Philippine Christmas Concert, with the following specifications and inclusions:
 - A. **Type of Vehicle:** mini-buses with 17-passenger capacity per vehicle, with the vehicles certified for roadworthiness;
 - B. **Venues and Schedule:** the transportation services shall be performed at the following venues with the following schedule –
 - **30 November (25 pax) including luggage:**
Pickup: 07:10am Narita Airport to the hotel or Embassy
Then proceed to Yoyogi Park
Drop off: 07:00pm hotel

- **01 December:**
Pickup: 01:00pm hotel to Yokohama
Drop off: 9:00pm hotel
- **02 December:**
Pickup: 12:00nn hotel - Event (inside Tokyo - Akasaka area)
Drop off: 10:00pm hotel
- **03 December (25 pax) including luggage:**
Pickup and drop off: 12nn / 1pm Hotel - Narita Airport

- C. **Drivers:** licensed and qualified drivers for each vehicle;
 - D. **Inclusions:** cost of service shall include gasoline for the vehicles, toll fees and parking fees; and
 - E. **Coordination:** Designation of a point person who shall coordinate with the Embassy from preparations up to the day of the various events, attend meetings or answer correspondence related to this Project, and provide assistance to the Embassy in all activities in relation to the Project.
- 2) The Contractor shall submit to the Embassy a post-activity report; and
 - 3) The Contractor 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

The Embassy shall be responsible for the following:

- a. Designate a Point Person who shall coordinate with the Contractor and the designated driver;
- b. Provide the Contractor with any requested information on the finer points of the Project; and
- c. Pay the contract sum upon proper completion of the service and issuance of the invoice.

Section 4: Contract Sum

The Embassy shall pay to the Contractor for the faithful performance and completion of the above undertaking called for under this Agreement the sum of **Seven Hundred Forty Thousand Japanese Yen (¥740,000.00)** 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. The Contractor shall submit a request for payment for completed work by submitting an Invoice to the Finance Unit of the Administrative Section of 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 Contractor'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 Contractor shall perform the service from 30 November to 02 December 2025.

Section 7: Support Services

The Contractor 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.

Contractor:



JAMES ODA
Vice President
SRF LLC

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: 27 November 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 20 November 2025 issued by the Philippine Embassy in Tokyo, **SRF LLC** is hereby engaged to provide transport services / leased vehicles for the Philippine Christmas Concert, for the service period of 30 November to 2 December 2025, for the total amount of Seven Hundred Forty Thousand Japanese Yen (JPY740,000.00), 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

Mr. James Oda
Vice President
SRF LLC
Tokyo, Japan

NOTICE TO PROCEED

Date: 27 November 2025

Sir:

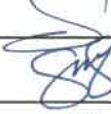
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Ambassador
Head of the Procuring Entity

Mr. James Oda
Vice President
SRF LLC
Tokyo, Japan

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LO JR San Jose BAC Secretariat, Member	