



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. 2025-002C

RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 FOR THE AWARD TO HYK CO. LTD., FOR THE LEASE OF VEHICLES FOR THE TRANSPORTATION OF COMELEC OFFICIALS AND EQUIPMENT DURING THE REGIONAL TRAINING FOR ONLINE VOTING AND CANVASSING SYSTEM (OVCS) FOR POSTS IN THE ASIA PACIFIC REGION FOR THE 2025 NATIONAL ELECTIONS, FOR 4, 8 AND 9 MARCH 2025

WHEREAS, the Commission on Elections (COMELEC) through its Office for Overseas Voting (OFOV), has determined that the regional training for the Online Voting and Canvassing System (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections shall be held in Tokyo, Japan;

WHEREAS, the training shall focus on general instructions for the Special Electoral Boards of Foreign Service Posts in the Asia-Pacific Region;

WHEREAS, under OFOV-2025-0246, the COMELEC-OFOV requested the Embassy's assistance in preparing the administrative arrangements for the training, and to secure an appropriate service provider which can provide vehicles for the transportation of COMELEC's officials and equipment;

WHEREAS, the lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025, 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 funds provided by the COMELEC to the Embassy;

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 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 lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025, the Philippine Embassy requested quotations from reputable transportation companies, namely HYK Co. Ltd., R&R Travel and We Move;

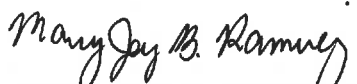
WHEREAS, HYK Co. Ltd. submitted the lowest calculated and responsive bid in the amount of **Four Hundred Forty-Eight Thousand Four Hundred Japanese Yen (JPY448,400.00)**. R&R Travel submitted a bid of Four Hundred Forty-Nine Thousand Japanese Yen (JPY449,000.00) and We Move submitted a bid of Four Hundred Fifty-Two Thousand Japanese Yen (JPY452,000.00);

WHEREAS, HYK Co. Ltd. also submitted the most advantageous bid as the submitted quotation is for three (3) vehicles instead of just one (1), and includes toll fees and taxes and overtime fees;

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 lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025, to **HYK Co. Ltd.** for the total amount of **Four Hundred Forty-Eight Thousand Four Hundred Japanese Yen (JPY448,400.00)**, including taxes and other lawful charges.

Adopted this 20th day of February 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

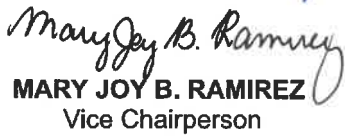
Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 20 February 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 lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025, to **HYK Co. Ltd.** for the total amount of **Four Hundred Forty-Eight Thousand Four Hundred Japanese Yen (JPY448,400.00)**, including taxes and other lawful charges.

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Member


ALVIN C. MALASIG
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 20 February 2025

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



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

NOTICE OF AWARD

Date: 25 February 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. 2025-002C dated 20 February 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **HYK Co. Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025	Four Hundred Forty-Eight Thousand Four Hundred Japanese Yen (JPY448,400.00)

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. KEITA TOSU
Chief Executive Officer
HYK Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

Date: 25 February 2025

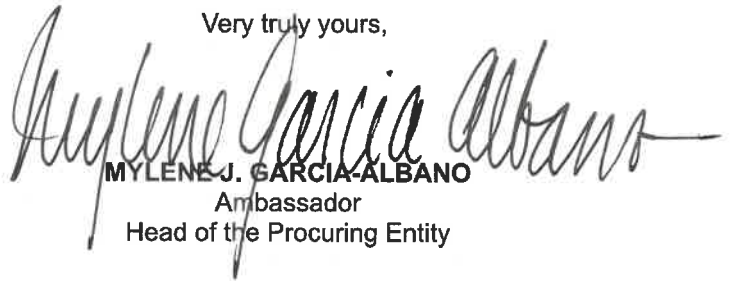
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Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


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

Mr. KEITA TOSU
Chief Executive Officer
HYK Co. Ltd.
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	uj
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	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	

VEHICLE RENTAL AGREEMENT BETWEEN

HYK Co. Ltd., hereby referred to as the "Company"

and

Commission on Elections (COMELEC), through the Embassy of the Republic of the Philippines in Japan, hereby referred to as the "Client"

1. Event details

Transportation for the Commission on Elections to different venues to attend official meetings for the following events:

4, 8 and 9 March 2025– Arrival and Departure at Haneda International Airport, and Official Meetings/events within Tokyo

2. Scope of Services

HYK Co., Ltd. agrees to provide the following services to the Client on 4,8, and 9 March 2025:

- Vehicle Transportation: Toyota Grand Cabin – Three (3) VANS
- Inclusive of Driver, Gasoline, Parking and Toll Fees

3. Compensation

The Client agrees to pay the Company for the services rendered, as follows:

Vehicle Rental inclusive of Driver, gas, and toll fees: **(JPY) ¥ 448,400**

4. Termination

Either party may terminate this Agreement with written notice in the event of a material breach by the other party.

5. Confidentiality

Both parties agree to maintain the confidentiality of any sensitive information shared during the course of this Agreement

6. Entire Agreement

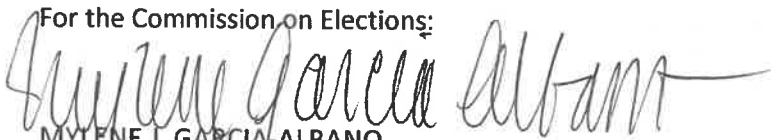
This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements, whether oral or written.

7. Amendments

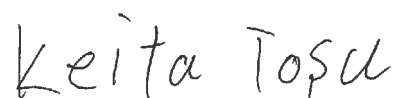
This Agreement may be amended only in writing and signed by both parties.

Signed this 28th day of February 2025:

For the Commission on Elections:


MYLENE J. GARCIA-ALBANO
EMBASSY OF THE PHILIPPINES TOKYO

KEITA TOSU
HYK CO., LTD





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

NOTICE TO PROCEED

Date: 3 March 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 25 February 2025 issued by the Philippine Embassy in Tokyo, **HYK Co. Ltd.** is hereby engaged for the lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025, for the total amount of Four Hundred Forty-Eight Thousand Four Hundred Japanese Yen (JPY448,400.00), 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

Mr. KEITA TOSU
Chief Executive Officer
HYK Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

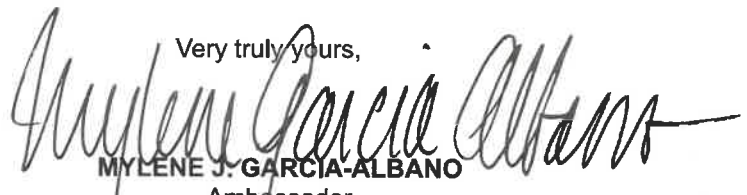
Date: 3 March 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 25 February 2025 issued by the Philippine Embassy in Tokyo, **HYK Co. Ltd.** is hereby engaged for the lease of vehicles for the transportation of COMELEC officials and equipment during the Regional Training for OVCS for Posts in the Asia Pacific Region for the 2025 National Elections, for 4, 8 and 9 March 2025, for the total amount of Four Hundred Forty-Eight Thousand Four Hundred Japanese Yen (JPY448,400.00), 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

Mr. KEITA TOSU
Chief Executive Officer
HYK Co. Ltd.
Tokyo, Japan

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