



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. 2025-002A

RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 FOR THE AWARD TO THE IMPERIAL HOTEL, FOR THE LEASE OF VENUE FOR THE REGIONAL TRAINING FOR ONLINE VOTING AND CANVASSING SYSTEM (OVCS) FOR POSTS IN THE ASIA PACIFIC REGION FOR THE 2025 NATIONAL ELECTIONS OVERSEAS

WHEREAS, the Commission on Elections (COMELEC) through its Office for Overseas Voting (OFOV), 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 Philippine Embassy Chancery does not have any rooms or areas which can accommodate all of the training participants and support staff from the Embassy and the COMELEC, as well as all of the equipment needed for the training;

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 venue for the training, and to "formalize and sign a contract with the venue, on behalf of the COMELEC" in order "to ensure the highest quality of training is conducted in preparation for [their] service in elections";

WHEREAS, the procurement for the lease of venue for the regional training for the OVCS for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, with an Approved Budget for the Contract (ABC) of **Thirty Million Japanese Yen (JPY30,000,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the funds transferred from the COMELEC to the Embassy under OFOV-2025-0246;

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 venue for the regional training for the OVCS for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, the Philippine Embassy requested quotations from reputable hotels, namely the Imperial Hotel, the Grand Hyatt and Westin Hotels;

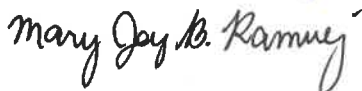
WHEREAS, the Imperial Hotel submitted the lowest calculated and responsive bid in the amount of **Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00)**. The Grand Hyatt submitted a bid of Twenty Million One Hundred Eleven Thousand Six Hundred Eighty-Five Japanese Yen (JPY20,111,685.00), and Westin Hotels' bid was Twenty-Seven Million Six Thousand Nine Hundred Twenty-Five Japanese Yen (JPY27,006,925.00);

WHEREAS, the Imperial Hotel's bid was the only one that met the availability for the training dates (5 to 7 March 2025) stated in the Request for Quotation; while the Grand Hyatt and Westin Hotels had available venues for different dates (25, 26 and 27 February 2025 for Grand Hyatt and 3, 4 and 5 March 2025 for Westin Hotels);

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 venue for the regional training for the OVCS for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, to the **Imperial Hotel** for the total amount of **Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00)**, including taxes and other lawful charges.

Adopted this 7th day of February 2025 in Tokyo, Japan.

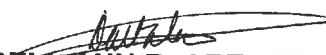

CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


JAN KENNETH E. BOLANTE
Member



ALVIN C. MALASIG
Member



DARELL ANN R. ARTATES
Member

Approved:



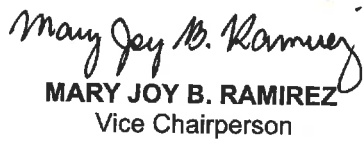
MYLENE J. GARCIA-ALBANO

Ambassador
Head of the Producing Entity
Date Approved: 7 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 the lease of venue for the regional training for the OVCS for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, to the **Imperial Hotel** for the total amount of **Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00)**, including taxes and other lawful charges.

Adopted this 7th day of February 2025 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


JAN KENNETH E. BOLANTE
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:

MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 7 February 2025

NAME	INITIALS
Consul AO FG Quintin BAC-Secretariat, Head	
CO JC Disomimba BAC Secretariat, Member	
PO 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

Sir:

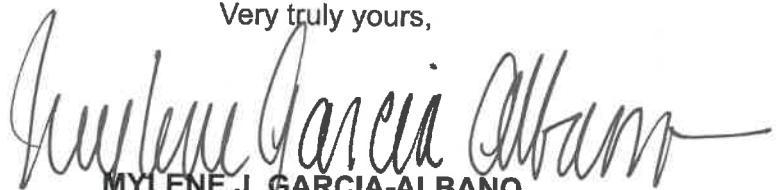
Date: 14 February 2025

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. 2025-002A dated 7 February 2025, the Philippine Embassy in Tokyo is awarding the following procurement to the **Imperial Hotel**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of venue for the Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas	Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00)

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. Shimada Koji
Director, International Sales
Imperial Hotel
Tokyo, Japan

NOTICE OF AWARD

Date: 14 February 2025

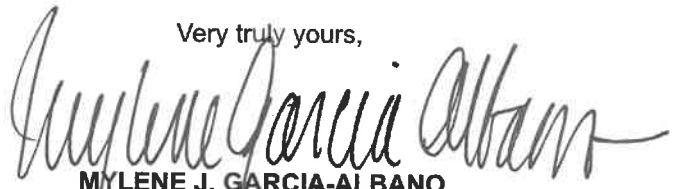
Sir:

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. 2025-002A dated 7 February 2025, the Philippine Embassy in Tokyo is awarding the following procurement to the **Imperial Hotel**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of venue for the Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas	Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00)

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. Shimada Koji
Director, International Sales
Imperial Hotel
Tokyo, Japan

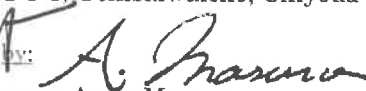
NAME	INITIALS
DCM CL De Jesus BAC Chairperson	
CG MJB Ramirez BAC Vice Chairperson	
Consul JKE Bolante BAC Member	
Consul AC Malasig BAC Member	
Consul DAR Artates BAC Member	
AO Consul FG Quintin BAC Secretariat Head	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	



IMPERIAL HOTEL
TOKYO

Sales Department
Imperial Hotel, Ltd
1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo
Main Tel: (03)3504-1111

Agreement for Banquet Reservation

Name of Banquet	To Be Advised				
Purpose of Banquet	Meeting / Cocktail Buffet				
Time and Date/ Venue/ Number of Guests	Date	Venue	Time	Style	Number of Guests
	5 th March, 2025	Peacock West	9:00 ~ 19:00	Meeting/Buffer	130
	6 th March, 2025	Ohgi / Tsuru	9:00 ~ 19:00	Meeting	60/80
		Miyabi-Nishiki	12:00 ~ 14:00	Buffer	130
	7 th March, 2025	Ran / Kiku	9:00 ~ 12:00	Meeting	60/80
		Peacock East	12:00 ~ 14:00	Buffer	130
Contact Information	Company Name		Commission on Elections c/o Embassy of the Republic of the Philippines		
	Division				
(Billing address)	Contact Person		Ms. Kaede Kamizono		
	Address/Zip Code		5-15-5 Roppongi Minato-ku, Tokyo 106-8537		
	Telephone Number		+81-3-5562-1577		
Partial Payment	You shall pay us ¥, as Partial Payment by ____ * If you fail to pay the Partial Payment by the said due date, we shall deem your reservation to be cancelled and we will charge you a penalty (equal to the amount specified in the below Cancellation clause).				
Advance Payment	You shall pay us the total amount of the, as Advance Payment by ____ If you fail to pay the Advance Payment by the said due date, we shall deem your reservation to be cancelled and we will charge you a penalty (equal to the amount specified in the below Cancellation clause, minus any amounts already paid as Partial Payment).				
Terms of Payment	Notwithstanding provisions of the Regulations, you shall pay the total charge related to the Banquet Hall rental by the following due date, either in cash or by credit card or by bank Transfer: * <u>30th of April, 2025</u>				
Cancellation	If you cancel your reservation, or if you postpone the date of the Banquet, we will bill you a Cancellation Charge or Postponement Charge. In such cases, all or a part of any Partial Payment and/or Advance Payment will not be returned you.				
Regulations	Regulations are on the reverse side of this Agreement.				
We hereby agree to the Regulations of this Hotel (as stated on the reverse of this form) as if set forth above.					
Date: <u>24 FEB 2025</u>					
Company Name:			Imperial Hotel, Ltd		
Address:			1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo		
Signature: 			Signature: 		
name: MYLENE J. GARCIA-ALBANO			name: Ayako Maruno		
title: Ambassador			title: Deputy Director, International Sales		

Regulations

The Imperial Hotel maintains General Rules for the Use of Banquet Halls formulated to prepare and cater for all kinds of banquets to the best interest and satisfaction of banquet hall patrons and their guests. The client is cordially requested to note and comply with the provisions of the Rules stipulated below when ordering our banquet services

Article 1. Banquet Hours and Services

1. Kindly make all necessary arrangements in advance with hotel staff, to assure that the use of the banquet hall and related services, including the preparation and removal of banquet facilities and supplies, will be completed within the predetermined span of time.
2. Please comply with other rules of our hotel, enforced for the sake of more satisfactory utilization of our banquet services.
3. Consequently, when the use of the banquet hall and related services exceed the agreed hours, additional charges will be required. However, there are occasions when we may not be able to comply with requests for an extension.

Article 2. Partial Payments

1. Upon receipt of your reservations, we may request that you kindly make partial payment and specify the time for settlement of the remaining payments.
2. The amount of said partial payment will be determined according to the specifics of your banquet.
3. You shall make advance payment of the total estimated charges or the amount we specify by the day we specify.

Article 3. Terms of Payment

1. Please note that the charge for the banquets (or the balance of the total charge less deposit or payment) must be settled within 20 days after the banquet, either by paying at the reception desk or by bank transfer.
2. A surplus in the deposit or advance payment will be refunded within 20 days of the banquet date.

Article 4. Cancellation and Postponement Charges

When you cancel or postpone your reservation for your banquet, you will be requested to pay the following charge:

Date of Cancellation or Postponement	Cancellation and Postponement Charges
Contract date to 181 days before the day of event	10% of the Conference Room Charge
180-121 days before the day of event	30% of the usual room charge
120-91 days before the day of event	50% of the usual room charge
90-61 days before the day of event	80% of the usual room charge
60-31 days before the day of event	50% of the estimated charges for all reserved banquet services
30-11 days before the day of event	70% of the estimated charges for all reserved banquet services
10-1 days before the day of event	80% of the estimated charges for all reserved banquet services
Day of event	Total estimated charges for all reserved banquet services.

※In addition to the above, we shall include in billing any actual expenses that may have been incurred prior to cancellation, including, without limitation, production costs.

※For "estimated charges", the most recent estimate will be applied.

※Depending on the purpose of the function, you may be requested to agree to a contract different from the above.

※Cancellation and postponement charges are set based on the possibility of a resale after a definite cancellation has been received.

Article 5. Number of Chargeable guests and Food allergies

Please notify hotel staff of the number of guests' meals and drinks required seven days before the banquet. All arrangements are completed after this time. Also, please notify our staff of the final, definite number of meals and drinks, not later than noon three business days (except Saturdays, Sundays and holidays or earlier, depending on the order) before the banquet. Even if the number of actual guests is smaller than the final definite number of meals and drinks, we will charge the estimated amount. When the number of attending guests exceeds the estimate, additional charges will be required.

In addition, we shall include in billing any actual expenses that have already been incurred at the time clients inform hotel staff of any changes to the order.

Please be sure to inform hotel staff by noon three days before the banquet of any food allergies.

※Food contamination may inadvertently occur during food preparation since a variety of foodstuffs are prepared in the same kitchen.

Article 6. Arrangements for Decorations and Entertainment

1. We would recommend you to assign our hotel partner vendors for any decorations, flower arrangements, acoustics, lighting, entertainment, music, receptions, or any other equipment or services needed for your banquet.

2. When clients assign a non-hotel partner vendor, kindly obtain the consent of the hotel in advance in order that arrangements may progress smoothly. In such cases, your vendors will be required to follow hotel policy in order to prevent damage to hotel property and to coordinate with other customers' schedules.

※cf. carrying items in-out, setting up signboards, decorations or entertainment equipment, etc.

Moreover, if the hotel assumes the necessity for hotel staff to offer direct guidance to client assigned vendors, an additional attendant charge will be added.

Article 7. Damages

1. We request that you and all persons assigned to cater your banquet, including any vendors directly appointed by you, take good care not to cause any damage to the buildings, structures, carpets, walls, ceilings furniture and fixtures of our hotel.

2. Kindly note that in the event of any damage of any of the articles mentioned in the preceding article, you or any person assigned to cater for your banquet will be required to repair the damaged article or pay for the consequential damages.

Article 8. Policy on Use of Vendor

With prior consent of our hotel, the vendor you have directly appointed may also conduct arrangements for decorations and other requirements, provided that the hotel policy is followed as to the manner of bringing in and taking out of equipment or goods, the size of signboards, and method and location of installation.

Article 9. Prohibited

1. Please refrain from any of the following, all of which are forbidden.

- (1) Possession of pet animals such as dogs, cats and birds;
- (2) Possession of inflammable or other dangerous substances;
- (3) Possession of malodorous substance;
- (4) Any conduct running counter to the laws, public order and custom or causing a nuisance to other guests of our hotel;
- (5) Entertainment that causes loud noise and/or vibrations;
- (6) Relocation of fixtures;
- (7) Use of the banquet hall for any other purpose than that specified and agreed upon in making the reservation;
- (8) Any other act forbidden by law and other regulations;
- (9) If an attendee at a banquet, etc., shows signs of a contagious disease, which may adversely affect the health of others, we may refuse the use of our facilities.

2. If a customer wishes to attend a banquet, etc., and falls under the below-mentioned (1,2,3) forbidden categories; we will cancel such application, even if the applicant has already provisionally received permission or further seeks to make application for the use of our facilities.

Kindly note all of the following are forbidden.

1. Applications from organized crime syndicates;
2. Applications from extremist groups,
3. Applications from anti-social groups.

Should a representative person make application on behalf of any forbidden group, as designated by the Prefectural Public Safety pursuant to the Act on Prevention of Unjust Acts, by Organized Crime Group Members or any other anti-social groups (enacted March 1, 1992) we may refuse to accept it.

3. If a customer or any attendees of the banquet, etc. fall under the following circumstances, we may refuse to accept a reservation for our Banquet Halls. Even if a tentative reservation or application has already been made for a Banquet Hall, we may refuse service if it is discovered that any of the following circumstances apply:

- (1) If the customer has engaged in illegal activities or similar actions, or if the Hotel determines that the customer may engage in illegal activities or similar actions.
- (2) If the customer has engaged in activities that damage the Hotel's reputation, or if the Hotel determines that the use of our Banquet Halls by the customer may damage the Hotel's reputation.

(3) Any other circumstances similar to the preceding items.

4. If the Hotel determines that there is a substantial risk of inconvenience or annoyance to other guests or neighboring areas due to protests, harassment, etc., at the implementation of your banquet or any other event, we may refuse to accept a reservation for our Banquet Halls. Even if a tentative reservation or application has already been made, we may refuse use of the Banquet Halls if we found such circumstances.

Article 10. Cancellation of Reservation

Should any of the followings occur, we may cancel your reservation.

(1) Customers or guests attending banquets, etc. (1 through 9) who contravene or who threaten to contravene the terms of this Agreement, and in particular the following Nos. 2 & 3.

(2) Application fee: please note that if you fail to make advance payment, or partial payment, by the specified cut-off date, we may cancel your reservation, and request that you pay a sum equivalent to the losses that we incur in the event of such cancellation. If an incident relating to the preceding article (9) forbidden acts occurs, which results in cancellation of the reservation for the banquet, etc., again you may be required to pay for any damages.

(3) An act of God: when a banquet hall is rendered unavailable due to natural disaster or to any other reason beyond our control, in no event shall we be liable for any damages due to such a cancellation.

Article 11. Others

(1) Kindly be advised that in the event of a natural disaster or other emergency related to the safety of guests and customers, we may make an emergency broadcast during a banquet.

(2) In the Uchisaiwaicho district of Chiyoda-ku, where the Imperial Hotel Tokyo is located, a redevelopment project is ongoing, including a plan to renew our buildings. During this construction period, noise, vibration, and road restrictions may occur temporarily. We would appreciate your kind understanding in this regard.

Article 12. Validity of this Agreement

In the event of changes, revisions or any other relevant modification with respect to this Agreement, we confirm that we have agreed to the contents of this Agreement and obtained in advance in writing or by e-mail the consent of the other party.

Article 13. Changes to the Terms

1. These Terms fall under the terms and conditions of the Civil Code of Japan. Each of these Terms shall be amended in accordance with the provisions of the Civil Code if there are reasonable grounds that conform to the general interests of the customer.

2. Changes to these Terms will apply from the date of effect specified at the time of publication by posting the contents of the revised provisions on the Company's designated website. In the event of any such change to these Terms, the customer will be notified in writing or by e-mail of the relevant changes.



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

NOTICE TO PROCEED

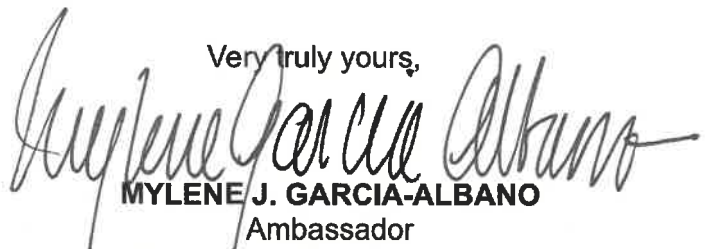
Date: 26 February 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 14 February 2025 issued by the Philippine Embassy in Tokyo, the **Imperial Hotel** is hereby engaged to provide a venue for the Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, for the total amount of Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00), 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. Shimada Koji
Director, International Sales
Imperial Hotel
Tokyo, Japan

NOTICE TO PROCEED

Date: 26 February 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 14 February 2025 issued by the Philippine Embassy in Tokyo, the **Imperial Hotel** is hereby engaged to provide a venue for the Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, for the total amount of Seventeen Million Nine Hundred Ninety-Five Thousand Nine Hundred Thirty Japanese Yen (JPY17,995,930.00), 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. Shimada Koji
Director, International Sales
Imperial Hotel
Tokyo, Japan

NAME	INITIALS
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	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	