



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. 2025-0013B

**RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO REGALO INC., FOR THE
PROCUREMENT FOR PHOTO AND VIDEO SERVICES FOR THE PHILIPPINE
INDEPENDENCE DAY CELEBRATION ON 12 JUNE 2025**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy) intends to hold a celebration in commemoration of the 127th Philippine Independence Day on 12 June 2025;

WHEREAS, Ambassador Mylene J. Garcia-Albano will welcome approximately four hundred fifty (450) Japanese government officials, members of the Diplomatic Corps and representatives of the business sector, the academe and members of the media during the celebration;

WHEREAS, the Embassy needs the services of a qualified company which can provide professional photo and video services to properly document the event;

WHEREAS, the procurement for photo and video services for the Philippine Independence Day Celebration on 12 June 2025, with an Approved Budget for the Contract (ABC) of **Three Hundred Fifty Thousand Japanese Yen (JPY350,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund, through the funds for Maintenance and Other Operating Expenses (MOOE);

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 photo and video services for the Philippine Independence Day Celebration on 12 June 2025, the Philippine Embassy requested quotations from reputable photo and video service providers, namely Regalo Inc., Mr. Takakura Daisuke and the Pixelposh Project;

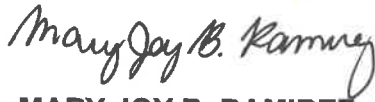
WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Regalo Inc. submitted the single calculated responsive bid** in the amount of **Three Hundred Twenty-Five Thousand Japanese Yen (JPY325,000.00)**, Mr. Takakura Daisuke and the Pixelposh Project failed to submit bids within the deadline;

WHEREAS, the BAC conducted due diligence inquiries on the submission of Regalo Inc. and found that its quotation is responsive to the Request for Quotation, and that the company is found to be a technically, legally and financially capable supplier;

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 photo and video services for the Philippine Independence Day Celebration on 12 June 2025, to **Regalo Inc.** for the total amount of **Three Hundred Twenty-Five Thousand Japanese Yen (JPY325,000.00)**, including taxes and other lawful charges.

Adopted this 26th day of May 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: 26 May 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 photo and video services for the Philippine Independence Day Celebration on 12 June 2025, to **Regalo Inc.** for the total amount of **Three Hundred Twenty-Five Thousand Japanese Yen (JPY325,000.00)**, including taxes and other lawful charges.

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Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 26 May 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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NOTICE OF AWARD

Date: 30 May 2025

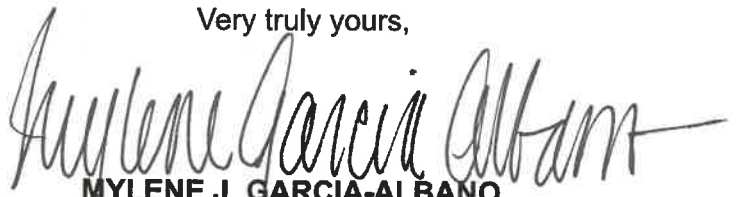
Sir:

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. 2025-013B dated 28 May 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Regalo Inc.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for photo and video services for the Philippine Independence Day Celebration on 12 June 2025	Three Hundred Twenty-Five Thousand Japanese Yen (JPY325,000.00)

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. KAZUKI "KEI" KIYOSAWA
Regalo Inc.
Tokyo, Japan

NOTICE OF AWARD

Date: 30 May 2025

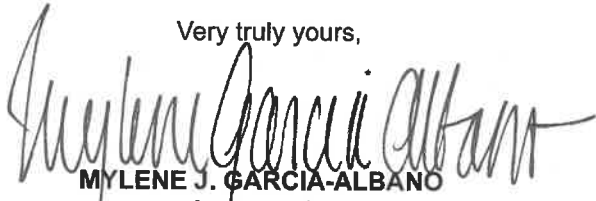
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Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


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

Mr. KAZUKI "KEI" KIYOSAWA
Regalo Inc.
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	
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03 June 2025

Mr. Kazuki Kei Kiyosawa
Regalo Inc.

Letter of Agreement

Dear **Mr. Kiyosawa**,

Mabuhay from the Embassy of the Republic of the Philippines in Tokyo, Japan (Tokyo PE)!

We wish to avail the services of **Regalo Inc.** for the photo and video coverage in celebration of the 127th Anniversary of the Declaration of Philippine Independence Day on 12 June 2025 at the Imperial Hotel. We welcome your proposal and quotation for your services as submitted to Tokyo PE.

In view of the foregoing, the Tokyo PE commits to support this project and shall:

- Provide a maximum amount of **Three Hundred Twenty Five Thousand Japanese Yen (JPY325,000)** only for services to be provided during the event;
- Directly release the full amount to Regalo Inc. within 15 working days after the Embassy's receipt of the original Invoice for the services rendered. This is subject to the supplier's fulfillment of the conditions stated below; and
- Cover for all applicable bank charges and wire transfer fees, if any. Bank charges and transfer fees will not be deducted from the total amount of budget stipulated in this Agreement. Tokyo PE will send a proof of deposit/remittance of the payment to the supplier (if bank transfer will be used as a method for payment).

The Regalo Inc., represented by Mr. Kiyosawa, shall provide the following deliverables / services:

- Photography and videography coverage of the event;
- Send one (1) videographer, two (2) photographers for the event and one (1) English speaking coordinator and /or additional staff as needed;
- Instax shooting and on-site printing (including instax film);
- To handle the filming, editing and composition;
- Coordination with Tokyo PE in preparation for the event;
- Submit raw copies of photos within the day to Tokyo PE in a USB flash drive;
- Submit the edited photos and video coverage to Tokyo PE within 15 working days, and ensure that these copies are properly labelled; and
- For processing of payment, submit the following information and documents to Tokyo PE within 15 working days after implementation of activity:
 - a. Copy of company registration;
 - b. Provide bank details necessary for remittance (if bank transfer will be used as method for payment);
 - c. Original Invoice; and
 - d. Signed Letter of Agreement.
- Send an acknowledgement receipt of payment signed by Mr. Kiyosawa.

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 Tokyo PE 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



MR. KAZUKI KEI KIYOSAWA
President, Regalo Inc.

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Very truly yours,

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MYLENE J. GARCIA-ALBANO
Ambassador


MR. KAZUKI KEI KIYOSAWA
President, Regalo Inc.

NAME	INITIAL
DCM	<i>cy r</i>
Cultural	<i>11/08</i>
BAC	<i>JRS 5/28</i>



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NOTICE TO PROCEED

Date: 05 June 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 30 May 2025 issued by the Philippine Embassy in Tokyo, **Regalo Inc.** is hereby engaged to provide for the procurement for photo and video services for the Philippine Independence Day Celebration on 12 June 2025, for the total amount of Three Hundred Twenty-Five Thousand Japanese Yen (JPY325,000.00), 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. KAZUKI "KEI" KIYOSAWA
Regalo Inc.
Tokyo, Japan

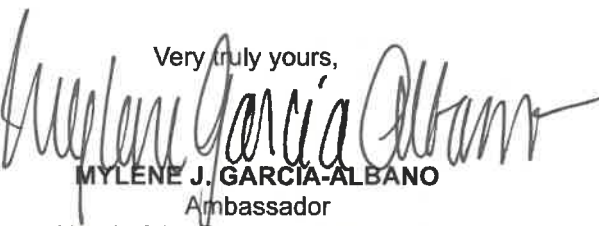
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Very truly yours,

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