



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. 2025-005

**RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 FOR THE AWARD TO ACCEA FOR THE
PROCUREMENT FOR PRINTING OF GUIDEBOOKS FOR FIRST TIME FILIPINO
MOTHERS IN JAPAN**

WHEREAS, the Embassy of the Republic of the Philippines in Japan (Embassy), through its Cultural Section and its Gender and Development (GAD) Implementation Team, has prepared a number of projects in celebration of National Women's Month for March 2025;

WHEREAS, as the Embassy's main event for National Women's Month 2025 and as part of GAD Goal 5, the Embassy plans to distribute guidebooks to first time Filipino mothers in Japan, in order to address the gender issue of insufficient gender facilities and services;

WHEREAS, the Embassy requires the services of a qualified printing company which can print the guidebooks as the Embassy's current copiers and printing facilities are not capable of mass-producing guidebooks, and are only capable of regular office printing functions;

WHEREAS, the procurement for printing of guidebooks for first time Filipino mothers in Japan, with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund, through its funds for Maintenance and Other Operating Expenses (MOOE), as part of Post's budget for publication 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 printing of guidebooks for first time Filipino mothers in Japan, the Philippine Embassy requested quotations from reputable printing companies, namely ACCEA, Kinko's and Raksul;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **ACCEA submitted the lowest calculated and responsive bid** in the amount of **Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (JPY218,768.00)**; while Kinko's submitted a bid of Two Hundred Thirty Thousand Six Hundred Sixty Japanese Yen (JPY230,660.00) and Raksul submitted a bid of Two Hundred Ninety-Seven Thousand Four Hundred Eighty-Four Japanese Yen (JPY297,484.00);

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 printing of guidebooks for first time Filipino mothers in Japan, to **ACCEA** for the total amount of **Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (JPY218,768.00)**, including taxes and other lawful charges.

Adopted this 17th day of March 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: 17 March 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 printing of guidebooks for first time Filipino mothers in Japan, to **ACCEA** for the total amount of **Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (JPY218,768.00)**, including taxes and other lawful charges.

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


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Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 17 March 2025

NAME	INITIALS
Vice Consul 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	



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 March 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. 2025-005 dated 17 March 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **ACCEA**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for printing of guidebooks for first time Filipino mothers in Japan	Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (JPY218,768.00)

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. YOSHII MIKITO
Sales Representative
ACCEA
Minato-ku, Tokyo, Japan

NOTICE OF AWARD

Date: 20 March 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. 2025-005 dated 17 March 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **ACCEA**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for printing of guidebooks for first time Filipino mothers in Japan	Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (JPY218,768.00)

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. YOSHII MIKITO
Sales Representative
ACCEA
Minato-ku, 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	

**AGREEMENT FOR THE PROCUREMENT FOR PRINTING OF GUIDEBOOKS FOR
FIRST TIME FILIPINO MOTHERS IN JAPAN**

KNOW ALL BY THESE PRESENTS:

This Agreement was made and executed this 24th day of May 2024 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

ACCEA, a printing company with business address at 3-11-24 Mita, Minato-ku, Tokyo Japan 108-8588, hereinafter referred to as "**Contractor**", duly represented by its Sales Representative, Mr. MIKITO YOSHII;

Witnesseth:

WHEREAS, the Embassy requires services of a qualified contractor capable of providing printing services for printing of guidebooks for first time Filipino mothers in Japan, hereinafter referred to as the "Project;"

WHEREAS, in compliance with Republic Act No. 9184, otherwise known as the Government Procurement Reform Act and its Implementing Rules and Regulations, and Republic Act No. 12009 or the New Government Procurement 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 three (3) quotations, after sending invitations to three service providers;

WHEREAS, the Embassy determined that the Contractor had the single most responsive quotation for the Project, as the Contractor 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 Contractor was qualified to undertake the Project;

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 inconsideration 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, materials, 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 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 / printing company that is capable of providing printing services, with the following specifications and inclusions:
 - A. **Description:** guidebook with digital art cover, in full color for all pages;
 - B. **Size:** A5 paper, 148mm x 210mm;
 - C. **Number of Pages:** one (1) front cover, one (1) back cover, seventy (70) pages;
 - D. **Medium:** uncoated or soft-coat paper, white;
 - E. **Print Work Specifications:** full digital print with seamless graphics, with light absorbing matte finish, in clean straight finish;



F. Special Specifications on Digital Art: printing of text and digital art for illustrations as will be shared by the Embassy's Cultural Section;

G. Binding and Packaging Fee – quotation shall include any fees for binding and packaging the guidebooks;

H. Delivery – quotation shall include delivery of the guidebooks to the Embassy Chancery; and

I. Special Instructions – deletion of all copies of the guidebook from printing company's records and databases upon completion of the project, and use of the Embassy's official logo and Bagong Pilipinas seal shall be limited for purposes of printing the guidebook.

- 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

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 Contractor 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 Contractor's Team. The Embassy must strive with the Contractor in order to meet project schedules and deadlines.

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 **Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (¥218,768.00)** 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 Contractor, it 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 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 complete the work on or before 27 March 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.

ACCEA
3-11-24 Mita, Minato-ku, Tokyo
Japan 108-8588

By:

Mr. MIKITO YOSHII
Sales Representative

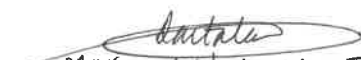
吉井 幹人

PHILIPPINE EMBASSY, TOKYO, JAPAN
5-15-5 Roppongi, Minato-ku, Tokyo,
Japan 106-8537

By:


MYLENE J. GARCIA-ALBANO
Ambassador

Witnesses:


DARRELL ANN R. ARTATES

DARELL ANN R. ARTATES
Consul and Head, Public Diplomacy Section


MARXIAN A. RULLODA
Vice Consul and 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

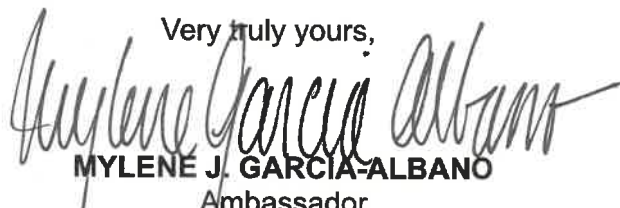
Date: 26 March 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 20 March 2025 issued by the Philippine Embassy in Tokyo, **ACCEA** is requested to proceed with the printing of guidebooks for first time Filipino mothers in Japan, for the total amount of Two Hundred Eighteen Thousand Seven Hundred Sixty-Eight Japanese Yen (JPY218,768.00), 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. YOSHII MIKITO
Sales Representative
ACCEA
Minato-ku, Tokyo, Japan

NOTICE TO PROCEED

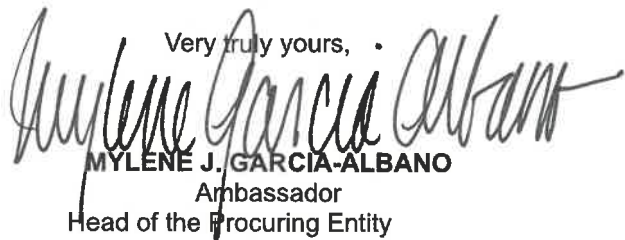
Date: 26 March 2025

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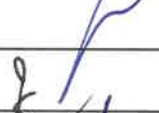
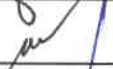
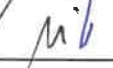
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Ambassador
Head of the Procuring Entity

Mr. YOSHII MIKITO
Sales Representative
ACCEA
Minato-ku, Tokyo, Japan

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Consul JKE Bolante BAC Member	
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