



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. 2025-019C

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 35(F) OF REPUBLIC ACT
NO. 12009 TO THE ARTIST "BEVERLY" FOR THE PROCUREMENT FOR
ENGAGEMENT OF SERVICES AS A SPECIAL GUEST PERFORMER FOR THE
PHILIPPINE CHRISTMAS CONCERT 2025**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), shall host the Philippine Christmas Concert 2025 on 2 December 2025;

WHEREAS, the Embassy intends to secure the services of the artist Ms. Beverly Caimen, otherwise known as "Beverly", as a special guest performer, as the engagement of the services of a singer as a special guest performer for the Philippine Christmas Concert 2025 with an Approved Budget for the Contract (ABC) of One Hundred Fifty Thousand Japanese Yen (JPY150,000.00) is included in the Embassy's Supplemental Annual Procurement Plan, chargeable against the Embassy's General Fund - Cultural Section Fund;

WHEREAS, Section 35(f)(1) of Republic Act No. 12009, otherwise known as the *New Government Procurement Act* allows an agency to resort to Negotiated Procurement for artistic work, for a specific artistic skill, and Section 35.6(a) of its Implementing Rules and Regulations (IRR) allows the resort to Negotiated Procurement for a "work of art, commissioned work or services for creative design or a specific artistic skill (e.g., singer, performer, poet, writer, painter, sculptor, etc.)";

WHEREAS, the artist "Beverly" shall be required to provide artistic work or exhibit artistic skills by performing a medley of songs and a performance set-list at the Philippine Christmas Concert 2025 aimed at highlighting the Philippine culture, Filipino music, and Filipino talents;

WHEREAS, after conducting a thorough market study, the end-user unit determined that the artist "Beverly" as service provider – performer could undertake the project at advantageous terms;

WHEREAS, the Embassy submitted to the Bids and Awards Committee (BAC) the proposed fee in the amount of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**;

WHEREAS, the BAC, after taking into consideration all relevant factors, finds that the awarding of procurement for engagement of services as a special guest performer for the

Philippine Christmas Concert 2025 may be done under Section 35(f)(1) of R.A. No. 12009 and Section 35.6(a) of its IRR;

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 engagement of services as special guest performer for the Philippine Christmas Concert 2025, to the artist **"Beverly"** for the total amount of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**, 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 engagement of services as special guest performer for the Philippine Christmas Concert 2025, to the artist "**Beverly**" for the total amount of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**, including taxes and other lawful charges.

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Member

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
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NOTICE OF AWARD

Madam:

Date: 20 November 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. 2025-019C dated 17 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to the artist "**Beverly**":

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for services as special guest performer for the Philippine Christmas Concert 2025	One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)

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

Ms. Beverly Caimen

Artist

Tokyo, Japan

NOTICE OF AWARD

Date: 20 November 2025

Madam:

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. 2025-019C dated 17 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to the artist "**Beverly**":

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Procurement for services as special guest performer for the Philippine Christmas Concert 2025	One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)

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

Ms. Beverly Caimen
Artist
Tokyo, Japan

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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	



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24 November 2025

Ms. Beverly L. Caimen
Singer

Letter of Agreement

Dear Ms. Caimen,

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of your services as a singer for the Philippine Christmas Concert 2025, in partnership with Minato City Government. The event will be held at the Akasaka Civic Center on 02 December 2025 from 6:00 to 8:00 PM.

We welcome the quotation/proposal submitted to the Embassy of the Republic of the Philippines in Tokyo, Japan (Tokyo PE).

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

- Provide a maximum amount of **One Hundred Fifty Thousand Yen (JPY 150,000.00)** as professional fee for the singer, subject to the provision of the deliverables/ services enumerated in the conditions stated below;
- Directly release the full amount to Ms. Caimen within fifteen (15) working days after the completion of the services/activity. This is subject to Ms. Caimen's fulfillment of the conditions stated below;
- Cover all applicable bank charges and wire transfer fees. *Bank charges and transfer fees shall not be deducted from the total amount stipulated in this Agreement;* and
- Provide/Send proof of deposit/remittance of the payment to Ms. Caimen.

Ms. Caimen as a singer, shall provide the following deliverables/services:

- Professionally perform four (4) songs, on 02 December 2025 during the Philippine Christmas Concert at Akasaka Civic Center;
- Perform with other Filipino singers and group during the event;
- Attend coordination meetings with Tokyo PE in relation to this project;
- Attend rehearsal(s) as scheduled;
- For the processing of the payment, submit the following information and documents to Tokyo PE within fifteen (15) working days after the reception:
 - a. Photocopy of bank account (passbook) or bank details necessary for remittance;
 - b. Signed Letter of Agreement;
- Send the original copy of the official receipt and/or acknowledgment receipt of payment signed by Ms. Beverly L. Caimen within fifteen (15) working days from the receipt of payment.

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.

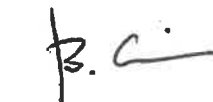
Should you be amenable to the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,


MYLENE J. GARCIA-ALBANO
Ambassador

Conforme:


BEVERLY L. CAIMEN
Singer

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Should you be amenable to the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,

Conforme:


MYLENE J. GARCIA-ALBANO
Ambassador

BEVERLY L. CAIMEN
Singer

	Initials	Date
DCM	<u>cy</u>	<u>9 Dec 25</u>
CD Officer	<u>P</u>	<u>M Dec</u>
BAC	<u>Ji</u>	
CD Staff	<u>aj</u>	<u>09 Dec</u>



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NOTICE TO PROCEED

Date: 27 November 2025

Madam:

Please be informed that pursuant to the Notice of Award dated 20 November 2025 issued by the Philippine Embassy in Tokyo, the artist Ms. Beverly Caimen, otherwise known as **"Beverly"** is hereby engaged to provide services as a special guest performer for the Philippine Christmas Concert 2025, for the service period of 2 December 2025, for the total amount of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**, 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

Ms. Beverly Caimen
Artist
Tokyo, Japan

NOTICE TO PROCEED

Date: 27 November 2025

Madam:

Please be informed that pursuant to the Notice of Award dated 20 November 2025 issued by the Philippine Embassy in Tokyo, the artist Ms. Beverly Caimen, otherwise known as **"Beverly"** is hereby engaged to provide services as a special guest performer for the Philippine Christmas Concert 2025, for the service period of 2 December 2025, for the total amount of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**, inclusive of taxes and other lawful charges.

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MYLENE J. GARCIA-ALBANO

Ambassador
Head of the Procuring Entity

Ms. Beverly Caimen
Artist
Tokyo, Japan

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