



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. 2025-017

RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 TO JUNSENDO PRINTING CO. LTD. FOR THE PROCUREMENT OF CUSTOM-MADE NOTE VERBALE PAPER AND GREETING CARDS WITH PRESSED GOLD SEALS

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), regularly uses custom-made note verbal paper to send official correspondence to the Government of Japan and to other foreign missions, and greeting cards with pressed gold seals to convey official greetings;

WHEREAS, the procurement of custom-made note verbale paper and greeting cards with pressed gold seals, with an Approved Budget for the Contract (ABC) of **Six Hundred Thousand Japanese Yen (JPY600,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund – 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 of custom-made note verbale paper and greeting cards with pressed gold seals, the Embassy requested quotations from reputable supplies companies, namely Junsendo Printing Co. Ltd., Berry B and Best Printing PZS;

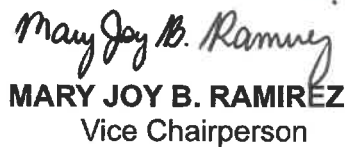
WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Junsendo Printing Co. Ltd. submitted the single calculated responsive bid in the amount of Five Hundred Thirty-Seven Thousand Nine Hundred Japanese Yen (JPY537,900.00).** Berry B and Best Printing PZS both failed to respond within the deadline set in the Request for Quotations (26 October 2025);

WHEREAS, the BAC conducted inquiries on the submission of Junsendo Printing Co. Ltd. and found the company's quotation to be responsive to the Request for Quotation, and found the company 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 of custom-made note verbale paper and greeting cards with pressed gold seals, to **Junsendo Printing Co. Ltd.** for the total amount of **Five Hundred Thirty-Seven Thousand Nine Hundred Japanese Yen (JPY537,900.00)**, including taxes and other lawful charges.

Adopted this 3rd 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:

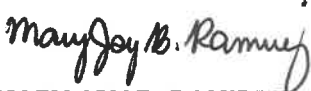

MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 3 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 of custom-made note verbale paper and greeting cards with pressed gold seals, to **Junsendo Printing Co. Ltd.** for the total amount of **Five Hundred Thirty-Seven Thousand Nine Hundred Japanese Yen (JPY537,900.00)**, including taxes and other lawful charges.

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Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 3 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
フィリピン 共和国 大使館
TOKYO, JAPAN



NOTICE OF AWARD

Date: 6 November 2025

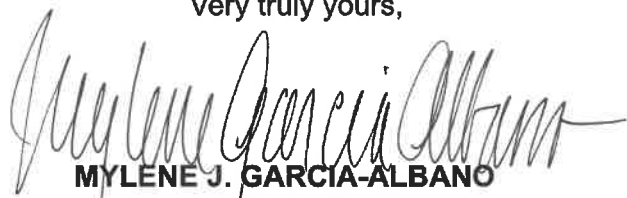
Sir:

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. 2025-017 dated 3 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Junsendo Printing Co. Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of custom-made note verbal paper and greeting cards with pressed gold seals	Five Hundred Thirty-Seven Thousand Nine Hundred Japanese Yen (JPY537,900.00)

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. Izumi Matsumura
President
Junsendo Printing Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

Date: 6 November 2025

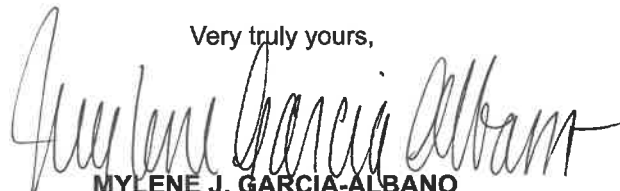
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Mr. Izumi Matsumura
President
Junsendo Printing Co. Ltd.
Tokyo, Japan

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	uj
CG MJB Ramirez BAC Vice Chairperson	mjr
Consul FG Quintin BAC Member	f
Consul AC Malasig BAC Member	ac
Consul DAR Artates BAC Member	dar
Vice Consul and AO MIA Rulloda BAC Secretariat Head	h
CO JC Disomimba BAC Secretariat, Member	c
PO MKCP Garcia BAC Secretariat, Member	g
LO JR San Jose BAC Secretariat, Member	j

注文書

Order Sheet

発行日: 2025 年 11 月 10 日

Issued: 10 November 2025

〒106-8537

東京都港区六本木 5-15-5

駐日フィリピン共和国大使館 総務部

FROM: Embassy of the Republic of the Philippines

Admin Section, 5-15-5 Roppongi, Minato-ku, Tokyo



〒114-0015 東京都北区中里 1-10-2

純泉堂印刷株式会社 御中

TO: Junsendo Printing Co., Ltd.

1-10-2 Nakazato, Kita-ku, Tokyo

見積: 2025 年 10 月 25 日

Estimate: 25 October 2025

校正: 2025 年 10 月 27 日

Design Format: 27 October 2025

下記の通り、発注いたします。We would like to place an order as follows:

件名/Subject	ご挨拶状、レターヘッド Greeting card, letterhead	合計金額/Total	537,900 円
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品名 Description	数量 Qty	単位 Unit	単価 Unit price	金額 Line total (JPY)
①ロゴ金箔入りカード・封筒 Card/envelope set with gold logo "Embassy" version	1000	枚 sheets	185	185,000
②ロゴ金箔入りカード・封筒 Card/envelope set with gold logo "Ambassador" version	1000	枚 sheets	185	185,000
③Note Verbal A4 箔押しレターヘッド Gold emboss A4 note verbal paper	500	式 sets	238	119,000
商品合計額 Items Subtotal				489,000
消費税額 Consumption Tax				48,900
総合計金額 Grand Total				537,900

注文請書

Order Acceptance Sheet

発行日: 2025 年 11 月 10 日

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NOTICE TO PROCEED

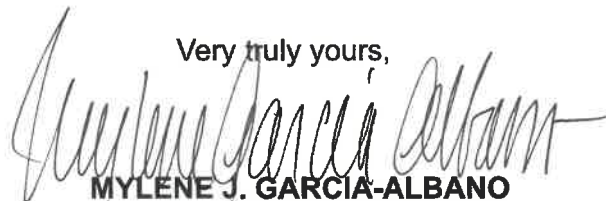
Date: 12 November 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 6 November 2025 issued by the Philippine Embassy in Tokyo, **Junsendo Printing Co. Ltd.** is hereby engaged to supply custom-made note verbal paper and greeting cards with pressed gold seals, to be delivered on or before 30 November 2025, for the total amount of **Five Hundred Thirty-Seven Thousand Nine Hundred Japanese Yen (JPY537,900.00)**, 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. Izumi Matsumura
President
Junsendo Printing Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

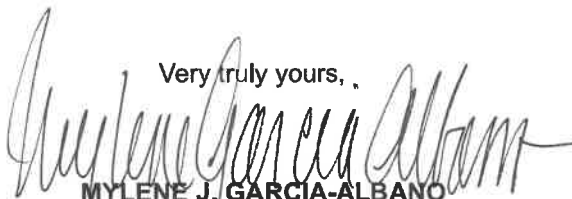
Date: 12 November 2025

Sir:

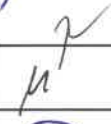
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