



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. 2025-015

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO OFFIX CO. LTD. FOR THE
PROCUREMENT OF OFFICE SUPPLIES FOR THE PHILIPPINE EMBASSY**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), requires the services of a qualified supplier capable of providing office supplies to ensure the continuous and uninterrupted delivery of the Embassy's services to the public and office functions by purchasing quality office supplies for the Embassy's day-to-day office use, while achieving the best possible value for money;

WHEREAS, the procurement of office supplies for the Philippine Embassy, with an Approved Budget for the Contract (ABC) of **Four Hundred Thousand Japanese Yen (JPY400,000.00)** 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 office supplies for the Philippine Embassy, the Embassy requested quotations from reputable supplies companies, namely Offix Co. Ltd., Alphanote and Monotaro;

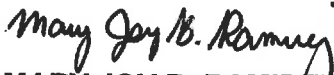
WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Offix Co. Ltd. submitted the single calculated responsive bid** in the amount of **Three Hundred Fifty-Six Thousand Nine Hundred Thirty-Two Japanese Yen (JPY356,932.00)**. Alphanote and Monotaro both failed to respond within the deadline set in the Request for Quotations (25 September 2025);

WHEREAS, the BAC conducted inquiries on the submission of Offix 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 service provider;

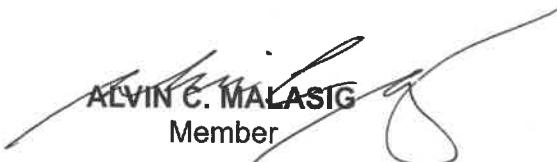
NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for the procurement of office supplies for the Philippine Embassy, to **Offix Co. Ltd.** for the total amount of **Three Hundred Fifty-Six Thousand Nine Hundred Thirty-Two Japanese Yen (JPY356,932.00)**, including taxes and other lawful charges.

Adopted this 29th day of September 2025 in Tokyo, Japan.

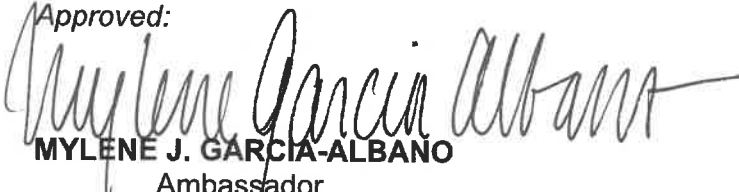

CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member

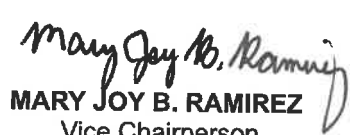

DARELL ANN R. ARTATES
Member

Approved:

MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 29 September 2025

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DARELL ANN R. ARTATES
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Approved:

MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 29 September 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

Sir:

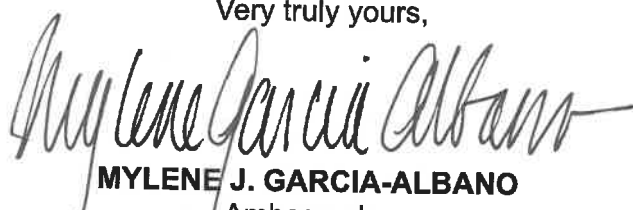
Date: 2 October 2025

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. 2025-015 dated 29 September 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Offix Co. Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of office supplies for the Philippine Embassy	Three Hundred Fifty-Six Thousand Nine Hundred Thirty-Two Japanese Yen (JPY356,932.00)

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. Naruaki Narita
Assistant Manager
Offix Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

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Mr. Naruaki Narita
Assistant Manager
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NAME	INITIALS
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	

AGREEMENT FOR OFFICE SUPPLIES FOR THE PHILIPPINE EMBASSY

KNOW ALL BY THESE PRESENTS:

This Agreement was made and executed this 7th day of October 2025 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, H.E. MYLENE J. GARCIA-ALBANO;

And

OFFIX CO. LTD., with address at 3-chōme-3-3 Minato, Chuo City, Tokyo 104-0043, duly represented by its Assistant Manager, Mr. NARUAKI NARITA, hereinafter referred to as the "**Supplier**";

Witnesseth:

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), requires the services of a qualified supplier capable of providing office supplies to ensure the continuous and uninterrupted delivery of the Embassy's services to the public and office functions by purchasing quality office supplies for the Embassy's day-to-day office use, while achieving the best possible value for money;

WHEREAS, in compliance with Republic Act No. 9184 or the Government Procurement Reform 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 one (1) quotation, after sending Requests for Quotations to three suppliers;

WHEREAS, the Embassy determined that the Supplier had the single calculated responsive quotation for the Project, as the Supplier was able to meet all of the technical specifications required for the Project at the lowest price;

WHEREAS, the Supplier 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 Supplier, at its own expense, supplying all necessary labor, supervision, management and equipment shall provide and deliver the office supplies;
2. In consideration of the services to be performed and accomplished by the Supplier under this Agreement, the Embassy shall pay the Supplier 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 company that is capable of providing and delivering office equipment, with the following specifications and inclusions:

A. Office Supplies:

- Business card paper, 10 packs of cards/sheets at 10 cards/sheets per pack;
- A4 bond paper, 40 boxes at 10 reams/500 sheets per box;
- Ball pens, 0.5, various colors (black, blue, red), 5 packs;
- Ball pens, 1.0, black, 10 packs;
- No. 10 staple wire, 5 cases at 20 boxes/case;
- Cloth tape, 50mmx25mm, 2 sets at 10 rolls/set;
- Kraft tape;
- Packing tape, brown, 50mmx5m, 1 roll and 48mmx100mm, 10 rolls;
- Double-sided tape, large, super strength, 3cmx3cm, 3 packs;
- Room deodorizer, 800 ml;
- Alcohol refill, 20L;
- Glue stick, big, 40g, 5 boxes;
- Glue stick, small, 22g, 5 boxes;
- CDR, 10 discs;
- Super glue, 15g;
- Cardboard/special paper, at least 180 gsm, 100 sheets;
- Canon ink 312, 6 cartridges;
- Sticky notes, 50mmx50mm, 1 set at 5 pads/set;
- Sticky notes, 75mmx75mm, 1 set at 50 pads/set;
- Envelopes, brown, 1,000 pcs;
- Document box, A4 size, 40 boxes;
- Eyelet, 1,250 pcs;

- Permanent marker, black, 2 packs at 10 pens/pack;
- Whiteboard marker, various colors, medium tip, 1 set;
- Correction tape, 5mmx8m, 6 packs at 4pcs/pack;
- A4 clear folder, 1 box with 600 folders;
- Event name tags, postcard size, 108x148mm, 1 pack at 50 sheets/pack;
- T-shaped acrylic stand, A4, landscape, 2 pcs;
- T-shaped acrylic stand, A4, portrait, 1 pc;
- Water, less than 250 ml, 160 bottles;
- Water, 250-500 ml, 160 bottles;
- Nespresso Professional Pods, Caramel, 1 box at 50 pods/box;
- Nespresso Professional Pods, Indonesia, 1 box at 50 pods/box;
- Green Tea, 11 boxes at 50 bags/box;
- Wooden stirrer, 140mm, 5 boxes at 100pcs/box;
- Sugar stick, 400 sticks;
- Biscuits, 300 pcs.;
- Coffee creamer, 180 pcs; and
- Rice crackers, 252 bags.

B. **Delivery:** price shall include the delivery of supplies to the Embassy;

C. **Delivery Date:** the office supplies shall be delivered on or before 14 November 2025;

D. **Coordination:** Designation of a point person who shall coordinate with the Embassy from preparations up to the day of the various events, attend meetings or answer correspondence related to this Project, and provide assistance to the Embassy in all activities in relation to the Project.

Section 3: Embassy's Responsibility

The Embassy shall be responsible for the following:

- a. Designate a Point Person who shall coordinate with the Supplier;
- b. Provide the Supplier with any requested information on the finer points of the Project; and
- c. Pay the contract sum upon proper completion of the delivery and issuance of the invoice.

Section 4: Contract Sum

The Embassy shall pay to the Supplier for the faithful performance and completion of the above undertaking called for under this Agreement the sum of **Three Hundred Fifty-Six Thousand Nine Hundred Thirty-Two Japanese Yen (JPY356,932.00)** 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. The Supplier shall submit a request for payment for completed work by submitting an Invoice to the Finance Unit of the Administrative Section of 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 Supplier'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 Supplier shall deliver the office supplies on or before 14 November 2025.

Section 7: Support Services

The Supplier 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.

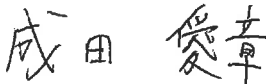
Section 9: General Conditions

1. All procurement and payments under this Agreement shall be subject to existing government accounting and auditing rules and requirements.

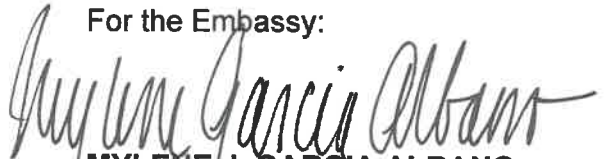
4. If any part of this Agreement is held invalid or unenforceable, the validity and enforceability of the other parts shall not be affected thereby and shall remain in full force and effect.
5. Any notice required to be given by a Party to the other must be given in writing and shall be deemed validly 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.

For the Supplier:


NARUAKI NARITA
Assistant Manager
OFFIX CO. LTD.

For the Embassy:


MYLENE J. GARCIA-ALBANO
Ambassador

Witnesses:


MARJANE A. RULLODA
Administrative Officer


KATRINA CIARA P. GARCIA



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
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NOTICE TO PROCEED

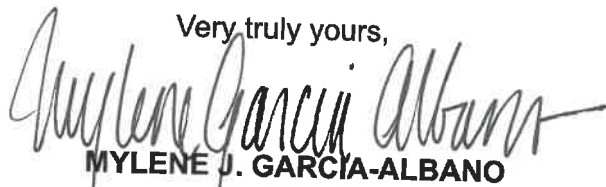
Date: 10 October 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 2 October 2025 issued by the Philippine Embassy in Tokyo, **Offix Co. Ltd.** is hereby engaged to provide for the procurement of office supplies for the Philippine Embassy, to be delivered on or before 14 November 2025, for the total amount of **Three Hundred Fifty-Six Thousand Nine Hundred Thirty-Two Japanese Yen (JPY356,932.00)**, 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
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Head of the Procuring Entity

Mr. Naruaki Narita
Assistant Manager
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Tokyo, Japan

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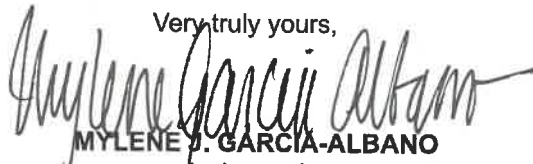
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