



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. 2026-010C

RESOLUTION RECOMMENDING, AD REFERENDUM, THE USE OF NEGOTIATED PROCUREMENT AS AN ALTERNATIVE MODE OF PROCUREMENT UNDER REPUBLIC ACT NO. 12009 AND RECOMMENDING THE AWARD OF CONTRACT TO RSVPIFY INC. FOR THE ONLINE SUBSCRIPTION OF A REGISTRATION AND INVITATION MANAGEMENT PLATFORM

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy) intends to hold a modest celebration commemorating the 128th Anniversary of the Proclamation of Philippine Independence and the 70th Anniversary of the Normalization of Diplomatic Relations between the Philippines and Japan;

WHEREAS, the Embassy shall invite members of the diplomatic corps, Japanese government officials, stakeholders, members of the business community and members of the media to the celebration, and requires the online subscription of a registration and invitation management platform for the event that can perform electronic invitation management and card distribution for the invitees to the celebration;

WHEREAS, the use of an electronic registration and invitation management platform for the celebration will be cost-effective for the Embassy, as it will eliminate the need for the printing and distribution of physical cards, and significantly improve the efficiency of guest registration and verification at the venue;

WHEREAS, the procurement of an online subscription for a registration and invitation management platform, with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty US Dollars (USD\$250.00)** is included in the Embassy's Supplemental Annual Procurement Plan for Fiscal Year 2026, chargeable against the Embassy's General Fund – Administrative Section's Funds;

WHEREAS, under Section 35(m) of Republic Act No. 12009 or the *New Government Procurement Act*, negotiated procurement as an alternative mode of procurement is permitted for direct retail purchases of petroleum fuel, oil and lubricant (POL) products, electronic charging devices and online subscriptions not available in the PS-DBM may be made by end-users delegated to procure the same from identified direct suppliers or service providers, where goods and services are required by a Procuring Entity for the efficient discharge of its principal functions or day-to-day operations. Online subscriptions include: (1) computer software and applications such as video conferencing applications, computer-aided design and drafting applications, office productivity tools, and system protection software; (2) electronic publications, reference materials and journals; (3) off-the-shelf software and applications, except internet and cloud computing services; and (4) web-based services;

WHEREAS, Section 35.13.3 of the Implementing Rules and Regulations (IRR) of R.A. No. 12009 provides that the End-User or Implementing Unit delegated to directly purchase POL products and online subscriptions shall determine the supplier or service provider capable of delivering the required POL products and online subscriptions at retail pump price or at the most reasonable price, as the case may be;

WHEREAS, for the procurement of an online subscription of a registration and invitation management platform, the Embassy's Invitation and Registration Committee, as the Implementing Unit for the celebration, conducted market research on the available platforms, and submitted a recommendation for **RSVPify Inc.** as the most practical and cost-effective solution for managing invitations and attendance for the event;

WHEREAS, the BAC, after taking into consideration all relevant factors, finds that awarding the contract for the online subscription of a registration and invitation management platform to **RSVPify Inc.** amounting to **Two Hundred Fifty US Dollars (USD\$250.00)** may be done under Section 35(m) of R.A. No. 12009;

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 online subscription of a registration and invitation management platform, to **RSVPify Inc.** for the total amount of **Two Hundred Fifty US Dollars (USD\$250.00)**.

Adopted this 15th day of April 2026 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson


ALVIN C. MALASIG
Vice Chairperson


FATIMA G. QUINTIN
Member


DARELL ANN R. ARTATES
Member


ROBERT D. QUINTIN
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity

Date Approved: 15 April 2026

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 online subscription of a registration and invitation management platform, to **RSVPify Inc.** for the total amount of **Two Hundred Fifty US Dollars (USD\$250.00)**.

Adopted this 15th day of April 2026 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson

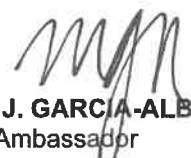

ALVIN C. MALASIG
Vice Chairperson


FATIMA G. QUINTIN
Member


DARELL ANN R. ARTATES
Member


ROBERT D. QUINTIN
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 15 April 2026

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: 17 April 2026

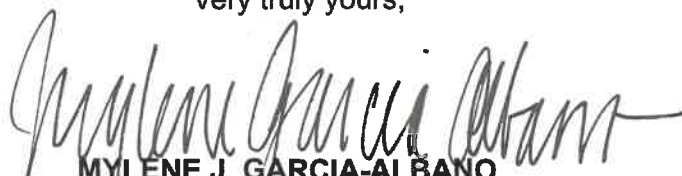
Sir:

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. 2026-010C dated 15 April 2026, the Philippine Embassy in Tokyo is awarding the following procurement to **RSVPify Inc.:**

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Online Subscription of a Registration and Invitation Management Platform	Two Hundred Fifty US Dollars (USD\$250.00)

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. TRAVIS GRANGER
Chief Executive Officer
RSVPify Inc.
Chicago, United States of America

NOTICE OF AWARD

Date: 17 April 2026

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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. 2026-010C dated 15 April 2026, the Philippine Embassy in Tokyo is awarding the following procurement to **RSVPify Inc.:**

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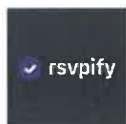
Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


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

Mr. TRAVIS GRANGER
Chief Executive Officer
RSVPify Inc.
Chicago, United States of America

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	
Consul AC Malasig BAC Vice Chairperson	
Consul FG Quintin BAC Member	
Consul RD Quintin 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	

**RSVPIFY INC.**

4803 N Milwaukee Ave, Suite B #325,
Chicago, IL 60630

ORDER FORM

Subscription: RSVPify Plus
Pricing: 125\$ per month
Duration: 2 months, May – June 2026
Total: 250\$

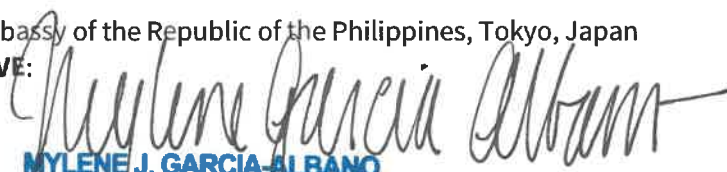
Inclusions

500 registrations per month, event collaborators, event check-in, capacity limits, advanced password protection

Usage Limits	2
Total Events at a Time Host unlimited events with a limit on the number of events stored on the account at any given time.	
Registrations Per Month The maximum number of registrations allowed each month.	150
Invited Guests Per Event The maximum number of guests that can be invited to a single event including unnamed plus 1's.	150
Event Collaborators The number of team members who can manage and organize an event together.	1
Email Credits Per Month Each recipient of an email campaign or invitation counts as 1 credit.	200
Customize Your Form & Website	Unlimited
Custom Questions Per Form Collect attendee details in a variety of formats.	
Manage Your Data	☒
Export Data Export all guest data to a CSV.	
Communicate with Guests	☒
Email Invitations + Save The Dates Send email invitations directly through RSVPify.	
Attach Calendar Invitation Include an ICS file with all confirmation and automated reminder emails.	☒
Secure Your Event	☒
Exclusive Invite List Restrict registrations to invited guests only.	
Be On Brand	☒
Add Your Logo Add your logo to the registration form and emails.	
Support	☒
Help Library + Community Forum Extensive support library with FAQs, tutorials, and more. Ask questions to the RSVPify community in our forum.	

CONFORME: Embassy of the Republic of the Philippines, Tokyo, Japan

REPRESENTATIVE:


MYLENE J. GARCIA-ALBANO
Ambassador
SJ



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN



NOTICE TO PROCEED

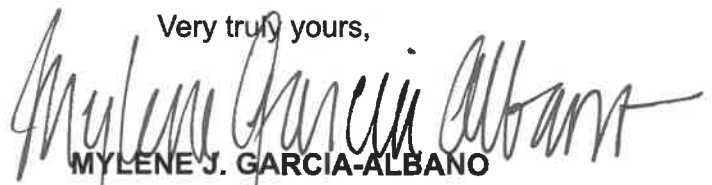
Date: 7 May 2026

Sir:

Please be informed that pursuant to the Notice of Award dated 17 April 2026 issued by the Philippine Embassy in Tokyo, **RSVPify Inc.** is hereby engaged to provide its Online Subscription for the Registration and Invitation Management Platform, for the subscription period of 7 May to 7 July 2026, for the total amount of **Two Hundred Fifty US Dollars (USD\$250.00)**, inclusive of all 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. TRAVIS GRANGER
Chief Executive Officer
RSVPify Inc.
Chicago, United States of America

NOTICE TO PROCEED

Date: 7 May 2026

Sir:

Please be informed that pursuant to the Notice of Award dated 17 April 2026 issued by the Philippine Embassy in Tokyo, **RSVPify Inc.** is hereby engaged to provide its Online Subscription for the Registration and Invitation Management Platform, for the subscription period of 7 May to 7 July 2026, for the total amount of **Two Hundred Fifty US Dollars (USD\$250.00)**, inclusive of all 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. TRAVIS GRANGER
Chief Executive Officer
RSVPify Inc.
Chicago, United States of America

NAME	INITIALS
DCM CL De Jesus BAC Chairperson	uj
Consul AC Malasig BAC Vice Chairperson	sm
Consul FG Quintin BAC Member	Y
Consul RD Quintin BAC Member	DR
Consul DAR Artates BAC Member	7
Vice Consul and AO MIA Rulloda BAC Secretariat Head	m
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	ji