



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. 2025-0011

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO AKITEM CO. LTD. FOR THE
PROCUREMENT FOR THE REPAIR OF WALLPAPER AT THE OFFICIAL RESIDENCE**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), oversees the maintenance and repairs of the Official Residence of the Philippine Ambassador to Japan (Official Residence), otherwise known as the Kudan;

WHEREAS, the wallpaper in Kudan's Main Dining Room (Room 108) and the wallpaper in one of the bedrooms in the second floor (Room 205) are in urgent need of repair, due to peeling, loose seams, tears and holes, staining and discoloration and mold and mildew in the wallpaper caused by humidity, poor ventilation and general wear and tear in the affected areas;

WHEREAS, the repair of the wallpaper in the Main Dining Room and the affected bedroom is important, as official events and functions are held at the Kudan, and the preservation of the Main Residence Building is necessary due to the Kudan's status as a National Historical Landmark;

WHEREAS, the procurement for the repair of wallpaper at the Official Residence, with an Approved Budget for the Contract (ABC) of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund – Building Fund;

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 repair of wallpaper at the Official Residence, the Philippine Embassy requested quotations from reputable companies / service providers, namely Akitem Co. Ltd., Agent Japan Holdings Co. Ltd. and Arrowers Co. Ltd.;

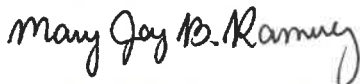
WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Akitem Co. Ltd. submitted the lowest calculated responsive bid** in the amount of **One Hundred Ten Thousand Japanese Yen (JPY110,000.00)**. Agent Japan Holdings Co. Ltd. submitted a bid of One Hundred Thirty-Two Thousand Yen (JPY132,000.00) and Arrowers Co. Ltd. submitted a bid of One Hundred Thirty-Six Thousand Four Hundred Yen (JPY136,400.00);

WHEREAS, the BAC conducted due diligence inquiries on the submission of Akitem Co. Ltd. and found that its 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 for the repair of wallpaper at the Official Residence, to **Akitem Co. Ltd.** for the total amount of **One Hundred Ten Thousand Japanese Yen (JPY110,000.00)**, including taxes and other lawful charges.

Adopted this 25th day of April 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: 25 April 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 the repair of wallpaper at the Official Residence, to **Akitem Co. Ltd.** for the total amount of **One Hundred Ten Thousand Japanese Yen (JPY110,000.00)**, including taxes and other lawful charges.

Adopted this 25th day of April 2025 in Tokyo, Japan.

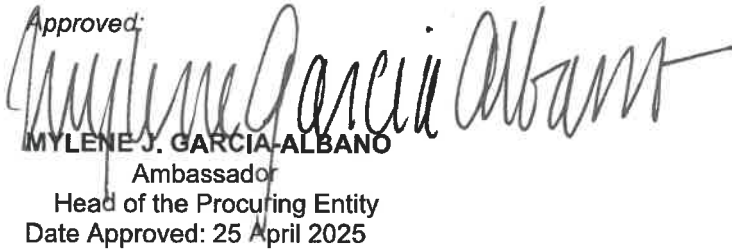

CHRISTIAN L. DE JESUS
Chairperson


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: 25 April 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: 30 April 2025

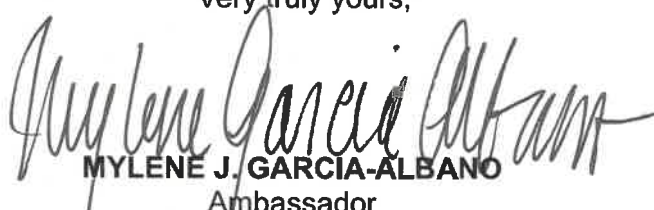
Sir:

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. 2025-011 dated 25 April 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Akitem Co. Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the repair of wallpaper at the Official Residence	One Hundred Ten Thousand Japanese Yen (JPY110,000.00)

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

Mr. Kentaro Koibuchi
President
Akitem Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

Date: 30 April 2025

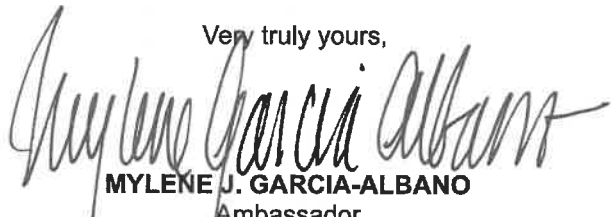
Sir:

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. 2025-011 dated 25 April 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **Akitem Co. Ltd.**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the repair of wallpaper at the Official Residence	One Hundred Ten Thousand Japanese Yen (JPY110,000.00)

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

Mr. Kentaro Koibuchi
President
Akitem Co. Ltd.
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	

注 文 書

2025年5月7日

株式会社アキテム 御中

工事No.	82507701
工事名称	大使公邸203号室メインテナンスルームクロス補修工事
工 期	2025年5月15日
工事場所	東京都千代田区富士見 1 - 1 - 1
注文金額	¥110,000.-
本体価格	¥110,000.-
支払条件	竣工引渡月末締翌月末日支払
備 考	詳細は貴社発行御見積書(見積番号 20250512)による

上記の通り注文いたしますので、お引き受けの際には、注文請書を提出願います。

注文者

駐日フィリピン共和国大使館
〒106-8537 東京都港区六本木 5-15-5
TEL : 03-5562-1600 (代)



Order Sheet

7 May 2025

To: Akitem Co., Ltd.

Reference No.	82507701
Subject	Embassy of the Philippines, Ambassador's Office Room 203, Main Dining Room Wallpaper
Construction Period	15 May 2025
Site	1-1-1 Fujimi, Chiyoda-ku, Tokyo
Order total amount	¥110,000 -
Subtotal	¥110,000 -
Payment terms	Bank transfer by the end of the following month after completion
Notes	Details of the construction/work may be referred to with the Quotation
	No. 20250512 issued on 21 April 2025.

We hereby request the construction work as mentioned above. If you accept our order, please return an Acceptance Sheet.

Ordered by:

Embassy of the Republic of the Philippines
5-15-5 Roppongi, Minato-ku, Tokyo 106-8537
Tel: 03-5562-1600

SEAL

注文請書

2025年5月7日

フィリピン共和国大使館

御中

工事No.	82507701
工事名称	大使公邸203号室メンテナンスルームクロス補修工事
工 期	2025年5月15日
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注文金額	¥110,000.-
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支払条件	竣工引渡月末締翌月末日支払
備 考	詳細は弊社発行御見積書(見積番号 20250512)による

上記の通り注文を御請けいたします。

請負者



東京都目黒区東山1-1-2 東山ビル

株式会社アキテム

代表取締役 鯉 渕 健 太 郎

TEL:03-3760-7701 FAX:03-3760-7709

登録番号:T3013201000211



Acceptance Sheet

7 May 2025

To: Embassy of the Republic of the Philippines

Reference No.	82507701
Subject	Embassy of the Philippines, Ambassador's Office Room 203, Main Dining Room Wallpaper
Construction Period	15 May 2025
Site	1-1-1 Fujimi, Chiyoda-ku, Tokyo
Order total amount	¥110,000 -
Subtotal	¥110,000 -
Payment terms	Bank transfer by the end of the following month after completion
Notes	Details of the construction/work may be referred to with the Quotation
	No. 20250512 issued on 21 April 2025.

We hereby accept the construction/work as mentioned above.

Accepted by:



Higashiyama Bldg. 1-1-1 Higashiyama, Meguro-ku, Tokyo

Akitem Co., Ltd.

SEAL

Kentaro Koibuchi, President

TEL: 03-3760-7701 FAX:03-3760-7709

Invoice Registration Number: T3013201000211

Translated by Kaede Kamizono
1 August 2025

AGREEMENT FOR THE REPAIR OF WALLPAPER AT THE OFFICIAL RESIDENCE

KNOW ALL BY THESE PRESENTS:

This Agreement was made and executed this 7th day of May 2025 in Tokyo, Japan by and between:

The **EMBASSY OF THE REPUBLIC OF THE PHILIPPINES, TOKYO, JAPAN**, 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

Akitem Co. LTd., with office address at Higashiyama Bldg. 1-1-2 Higashiyama, Meguro-ku, Tokyo, hereinafter referred to as the **"Contractor"**, duly represented by its President, Mr. KENTARO KOIBUCHI;

Witnesseth:

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), oversees the maintenance and repairs of the Official Residence of the Philippine Ambassador to Japan (Official Residence), otherwise known as the Kudan;

WHEREAS, the wallpaper in Kudan's Main Dining Room (Room 108) and the wallpaper in one of the bedrooms in the second floor (Room 205) are in urgent need of repair, due to peeling, loose seams, tears and holes, staining and discoloration and mold and mildew in the wallpaper caused by humidity, poor ventilation and general wear and tear in the affected areas;

WHEREAS, the repair of the wallpaper in the Main Dining Room and the affected bedroom is important, as official events and functions are held at the Kudan, and the preservation of the Main Residence Building is necessary due to the Kudan's status as a National Historical Landmark;

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 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 in consideration 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, 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 Contractor shall be a qualified company/service provider who is capable of undertaking the repair of the wallpaper at the Official Residence, to be performed on 15 May 2025, with the following specifications and inclusions:
 - A. **Venue location:** Official Residence, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071;
 - B. **Service Date:** 15 May 2025, Thursday;
 - C. **Rooms:** wallpaper located at the 1F Main Dining Room (Room 108) and one of the 2F Bedroom (Room 205);

- D. **Particulars:** repair of visible wallpaper damage at Rooms 108 and 205:
- Peeling/bubbling – caused by moisture during the summer months;
 - Loose seams – caused by moisture during the summer months;
 - Tears and holes – resulting from general wear and tear;
 - Staining and discoloration – due to the age of wallpaper;
 - Mold and mildew – various areas of wallpaper;
- E. **Materials:** replacement wallpaper shall be as close as possible to the original wallpaper used, with samples presented to the Embassy for selection at least one (1) week before the service date;
- F. **Cleaning and Waste Disposal:** service shall include proper cleaning of the walls of the selected rooms prior to repair of wallpaper, and shall include the proper waste disposal of all waste matter generated from the project;
- G. **Coordination:** Designation of a point person who shall coordinate with the Embassy from preparations up to the service date, attend meetings or answer correspondence related to this project, and provide adequate assistance to the Embassy in all activities in relation to the repair of the wallpaper.

- 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 service provided 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 **One Hundred Ten Thousand Japanese Yen (¥110,000.00)** 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 15 May 2025 (Thursday).

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

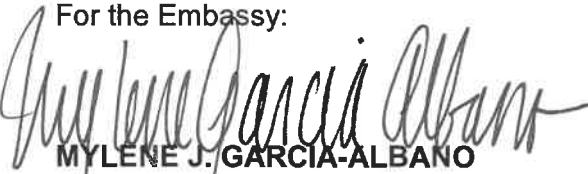
1. All procurement and payments under this Agreement shall be subject to existing government accounting and auditing rules and requirements.

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.

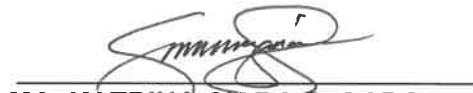
For Akitem Co. Ltd.
代表取締役 鯉渕健太郎
KENTARO KOIBUCHI
President



For the Embassy:

MYLENE J. GARCIA-ALBANO
Ambassador

Witnesses:


MARX IAN A. RULLODA
Administrative Officer


MA. KATRINA CIARA P. GARCIA
Property Officer



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

NOTICE TO PROCEED

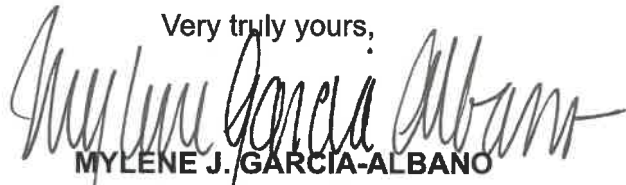
Date: 12 May 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 30 April 2025 issued by the Philippine Embassy in Tokyo, **Akitem Co. Ltd.** is hereby engaged to provide for the procurement for the repair of the wallpaper at the Official Residence, for the service period of 15 May 2025, for the total amount of One Hundred Ten Thousand Japanese Yen (JPY110,000.00), 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. Kentaro Koibuchi
President
Akitem Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

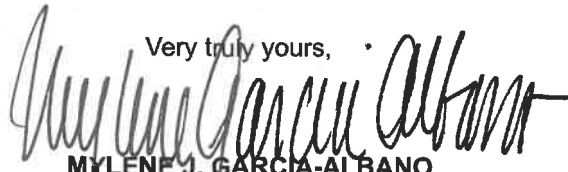
Date: 12 May 2025

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Very truly yours,


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

Mr. Kentaro Koibuchi
President
Akitem Co. Ltd.
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	
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