



**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. 2023-006**

**RESOLUTION RECOMMENDING, BY REFERENDUM, TO THE HEAD OF POST OF THE PHILIPPINE EMBASSY IN TOKYO, JAPAN TO RESORT TO THE MODE OF PROCUREMENT UNDER GPPB RESOLUTION NO. 28-2017 DATED 31 JULY 2017, FOR THE PROCUREMENT OF CATERING SERVICE FOR THE DINNER TO BE HOSTED BY THE AMBASSADOR AT THE OFFICIAL RESIDENCE IN KUDAN FOR DTI SECRETARY ALFREDO PASCUAL AND JAPANESE TRADING HOUSES, AND THE AWARD TO DI GIORGIO CATERING AND RESTAURANT FOR THE PROCUREMENT OF THE SERVICE**

**WHEREAS**, Department of Trade and Investment Secretary Alfredo Pascual and his delegation will be on official travel to Tokyo from 4 to 5 June 2023 to attend the ASEAN-Japan Business Week (AJBW) 2023.

**WHEREAS**, the Philippine Embassy in Tokyo through the Philippine Trade and Investment Center-Tokyo, will organize a dinner for the Secretary of Trade and Investment and the C-Level Executives of 5 Trading Houses (Sogoshosha) to further engage Japanese trading houses in efforts to enhance the bilateral economic and trade relations between the Philippines and Japan.

**WHEREAS**, Post intends to procure the services of a restaurant to cater food at a dinner to be hosted by Ambassador Mylene Garcia-Albano on 5 June 2023 at the Official Residence of the Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan.

**WHEREAS**, the planning and arrangement of the dinner to be hosted by the Philippine Ambassador is included in Post's Project Procurement Management Plan (PPMP);

**WHEREAS**, it intends to use the approved budget of **Five Hundred Thousand Yen (¥500,000)**, chargeable against FY 2023 MOOE of Post;

**WHEREAS**, Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act* and its Implementing Rules and Regulations prescribe for the modernization, standardization and regularization of the procurement of the government;

**WHEREAS**, CIR-397-BAC-2018 dated 15 February 2018 and CIR-2354-OUA-2019 dated 15 October 2019 provided GPPB Resolution No. 28-2017 dated 31 July 2017, prescribing guidelines for overseas procurement of goods and services, infrastructure and consulting services;

**WHEREAS**, under the same resolution, Foreign Service Posts will not be required to post their procurement activities in the PHILGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, the requirement of advertisement of procurement projects through newspapers was dispensed, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

**WHEREAS**, under the GPPB Resolution No. 28-2017, procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out three (3) requests for quotations (RFQ) to at least three suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

**WHEREAS**, for the procurement of catering service at the Official Residence of the Ambassador in Kudan on 5 June 2023 for 20 persons, the Philippine Embassy requested quotations from three (3) service providers, namely, Imperial Hotel, Maik's Kochloffel and Di Giorgio Catering and Restaurant;

**WHEREAS**, out of the three companies, only Di Giorgio Catering and Restaurant responded and submitted the lowest calculated responsive quotation of **Four Hundred Ninety Four Thousand Yen (¥494,000)** for the procurement of catering service for the dinner on 5 June 2023 for 20 persons at the Official Residence of the Ambassador in Kudan;

**WHEREAS**, the BAC conducted due diligence inquiries on the submission of Di Giorgio Catering and Restaurant and found that its quotation is responsive to BAC's RFQ and that the company is found to be 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, by referendum**, to the Head of the Procurement Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to **the mode of procurement under GPPB Resolution No. 28-2017 dated 31 July 2017, the award of the Contract to Di Giorgio Catering and Restaurant for the procurement of catering service for the dinner with DTI Secretary Alfredo Pascual and Japanese trading houses for 20 persons, for the total amount of Four Hundred Ninety Four Thousand Yen (¥494,000).**

**Adopted** this 30th day of May 2023 in Tokyo, Japan.

  
**ROBESPIERRE L. BOLIVAR**  
Chairperson


  
**CHARMAINE A. SERNA-CHUA**  
Vice Chairperson

  
**EVANGELINE T. ONG JIMENEZ-DUCROCQ**  
Member

  
**MARY JOY B. RAMIREZ**  
Member

  
**JAN KENNETH T. BOLANTE**  
Member

Approved:

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity  
Date Approved: 30 May 2023



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## NOTICE OF AWARD

Date: 31 May 2023

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.2023-006 dated 30 May 2023, the Philippine Embassy in Tokyo is awarding to Di Giorgio Catering and Restaurant the contract for the procurement of catering service for the dinner of the Ambassador for the DTI Secretary and Japanese Trading Houses on 5 June 2023, **for the total amount of Four Hundred Ninety Four Thousand Japanese Yen (¥494,000)** only inclusive of taxes and other lawful charges, subject to the Department of Foreign Affairs' existing accounting and auditing requirement and subject to the signing of the Contract.

Very truly yours,

**MYLENE J. GARCIA-ALBANO**

Ambassador

Head of the Procuring Entity

**MR. GIORGIO MATERA**

Manager, Di Giorgio Catering & Restaurant

2-5-1 Azabujuban, Minato-ku, Tokyo

Manivia 7<sup>th</sup> floor

Tel. No. 03-6447-1122



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**NOTICE TO PROCEED**

Date: 1 June 2023

Sir:

Please be informed that pursuant to the Notice of Award dated 31 May 2023 issued by the Philippine Embassy in Tokyo, Di Giorgio Catering and Restaurant is hereby given this **Notice to Proceed** for the procurement of catering service for the dinner of the Ambassador for the DTI Secretary and Japanese Trading Houses on 5 June 2023, **for the total amount of Four Hundred Ninety Four Thousand Japanese Yen (¥494,000)** only inclusive of taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Act of 2003.

Very truly yours,

**MYLENE J. GARCIA-ALBANO**

Ambassador

Head of the Procuring Entity

**MR. GIORGIO MATERA**

Manager, Di Giorgio Catering & Restaurant

2-5-1 Azabujuban, Minato-ku, Tokyo

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