



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. 2024-029

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT IN ACCORDANCE WITH 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 AWARD TO NOVALLENZ CO. LTD. FOR THE PROCUREMENT OF LEASE OF ADDITIONAL AROMA DIFFUSERS FOR THE EMBASSY CHANCERY

WHEREAS, the Embassy previously had a Project for the Procurement of Aroma Diffusers which shall address the mold and mildew scents permeating in the Embassy Chancery due to the age of the building;

WHEREAS, under such Project covered in BAC Resolution No. 2024-021, the Embassy awarded the Contract and entered into an annual lease for one (1) large aroma diffuser from Novallenz Co. Ltd. for the Embassy, which was installed in the Embassy Chancery's lobby, as visitors to the Embassy congregated around such area and so that the visitors would not be bothered by the unpleasant smells;

WHEREAS, after the installation of the large aroma diffuser, it was observed that the unpleasant smells lessened in the installation area, however, the mold and mildew smells remained in the areas outside of the aroma diffuser's coverage area;

WHEREAS, it was determined that it is necessary to lease two (2) other additional smaller units of the diffuser for the common areas of the Embassy, particularly the Multi-Purpose Hall and the Visitor's Area for the Ambassador and the Deputy Chief of Mission's offices, as visitors, delegations and high-ranking officials are received in such areas;

WHEREAS, the procurement of the annual lease of two (2) aroma diffusers with an Approved Budget for the Contract (ABC) of **Five Hundred Thousand Japanese Yen (JPY 500,000.00)** is included in Post's Annual Procurement Plan for 2024, chargeable against its Regular Agency Fund – Maintenance and Other Operating Expenses;

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;

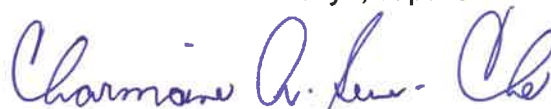
WHEREAS, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, and the requirement of advertisement of procurement projects 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;

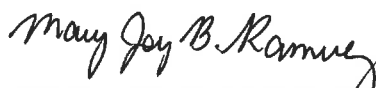
WHEREAS, for the procurement of the lease of aroma diffusers for the Embassy's Chancery, the Philippine Embassy requested quotations from reputable companies in Japan, namely Novallenz Co. Diva Co. Ltd. and In Group Co. Ltd.;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Novallenz Co. Ltd. submitted the lowest and responsive quotation** in the amount of **Two Hundred Thirty-Seven Thousand Six Hundred Japanese Yen Only (JPY237,600.00)**. Diva Co. Ltd. submitted a quotation for Two Hundred Eighty Thousand Japanese Yen (JPY280,000), and In Group Co. Ltd. submitted a quotation for Three Hundred Sixteen Thousand Eight Hundred Japanese Yen (JPY316,800);

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 resort to the mode of procurement in accordance with 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, and award of contract for the procurement of lease of additional aroma diffusers for the Embassy Chancery, **to Novallenz Co. Ltd.**, in the total amount of **Two Hundred Thirty-Seven Thousand Six Hundred Japanese Yen Only (JPY237,600.00)**, including taxes and other lawful charges.

Adopted this 8th day of November 2024 in Tokyo, Japan.


CHARMAINE A. SERNA-CHUA
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


JAN KENNETH T. BOLANTE
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:

A handwritten signature in black ink, reading "Mylene Garcia Albano". The signature is fluid and cursive, with a long horizontal stroke at the end.

MYLENE J. GARCIA-ALBANO

Ambassador

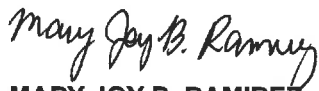
Head of the Procuring Entity

Date Approved: 08 November 2024

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 resort to the mode of procurement in accordance with 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, and award of contract for the procurement of lease of additional aroma diffusers for the Embassy Chancery, to **Novallenz Co. Ltd.**, in the total amount of **Two Hundred Thirty-Seven Thousand Six Hundred Japanese Yen Only (JPY237,600.00)**, including taxes and other lawful charges.

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DARELL ANN R. ARTATES
Member

Approved:

MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 08 November 2024

NAME	INITIALS
Consul AO FG Quintin BAC-Secretariat, Head	
CO JC Disomimba BAC Secretariat, Member	
PO 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: 11 November 2024

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.2024-029 dated 08 November 2024, the Philippine Embassy in Tokyo is awarding the following procurement to Novallenz Co. Ltd.:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Lease of Additional Aroma diffusers for the Embassy Chancery	Two Hundred Thirty-Seven Thousand Six Hundred Japanese Yen (JPY237,600)

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. Shogo Terajima
Chief Executive Officer
Novallenz Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

Date: 11 November 2024

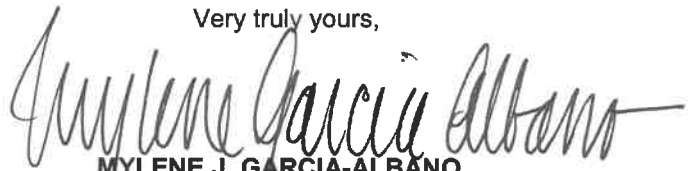
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Ambassador
Head of the Procuring Entity

Mr. Shogo Terajima
Chief Executive Officer
Novallenz Co. Ltd.
Tokyo, Japan

NAME	INITIALS
DCM CA Serna-Chua BAC Chairperson	
Consul MJB Ramirez BAC Vice Chairperson	
Consul JKE Bolante BAC Member	
Consul AC Malasig BAC Member	
Consul DAR Artates BAC Member	
Consul and AO FG Quintin BAC Secretariat Head	
CO JC Disomimba BAC Secretariat, Member	
PO JR San Jose BAC Secretariat, Member	

JOB REQUEST

Department of Foreign Affairs

Agency

Post

Philippine Embassy in Tokyo, Japan

PR No.:

24-010-020

Date:

1-Oct-24

Section

Administration Section

SAI No.:

Date:

[illegible]

Purpose:

Annual lease of two units of aroma diffusers (small size) to address the persistent mold, mildew and unpleasant smells in the Embassy Chancery

Signature

Requested By:

JAMILLE R. SAN JOSE
PROPERTY OFFICER

Approved by:

Arthur

FATIMA G. QUINTIN
CONSUL and ADMINISTRATIVE OFFICER

DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: **Novallenz Co. Ltd.**
Address: 1-10-13 Fukuoka Building, 1F, Hamamatsucho,
Minato-ku, Tokyo 105-0013

P.O. No.	24-011-022
Date	13-Nov-24
Mode of Procurement	GPPB Guidelines on Overseas Procurement

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	5-15-5 Roppongi, Minato-ku, Tokyo, Japan, 106-8537	Delivery Term:	n/a
Date of Delivery:	13-Nov-24	Payment Term:	

[illegible]

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

Mr. Shogo Terajima
Chief Executive Officer
Novallenz Co., Ltd.

Very truly yours,

FATIMA G. QUINTIN
Consul and Administrative Officer

Requisitioning Office/Dept: *Tokyo PE*

JP
Jamille R. San Jose
Property Officer

Funds Available:


Tormuzle B. Indanan
Finance Officer

Amount: _____

ALOPS No.: _____



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NOTICE TO PROCEED

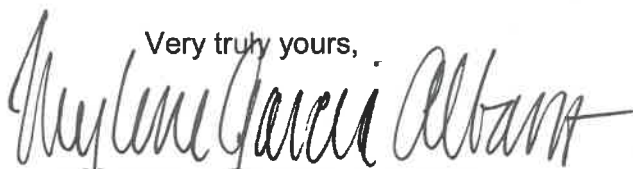
Date: 13 November 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 11 November 2024, issued by the Philippine Embassy in Tokyo, **Novallenz Co. Ltd.** is hereby engaged to provide the Lease of Additional Aroma Diffusers for the Philippine Embassy Chancery, for the total amount of **Two Hundred Thirty-Seven Thousand Six Hundred Japanese Yen only (JPY237,600)**, inclusive of taxes and other lawful charges.

This Notice is being 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. Shogo Terajima
Chief Executive Officer
Novallenz Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

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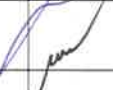
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