



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. 2024-041

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

WHEREAS, Post intends to procure services of a qualified office furniture company/service provider for the procurement of office furniture for the Philippine Embassy Chancery;

WHEREAS, the office furniture under this procurement shall be used to complement the existing office furniture at the Chancery's Multi-Purpose Hall, the Conference Rooms and meeting rooms, which are essential for the conduct of day-to-day work at the Embassy as well as the hosting of official functions and diplomatic receptions;

WHEREAS, the procurement of office furniture for the Philippine Embassy Chancery, with an Approved Budget for the Contract (ABC) of **Three Million Japanese Yen (JPY3,000,000.00)** is included in Post's Annual Procurement Plan for Fiscal Year 2024, 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 furniture for the Philippine Embassy Chancery, the Philippine Embassy requested quotations from reputable office furniture companies, namely Offix Co. Ltd., Monotaro Co. Ltd. and Kaunet Co. Ltd.;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Offix Co. Ltd. submitted the lowest calculated and responsive bid** in the amount of about **Two Million Two Hundred Thousand Japanese Yen (JPY2,200,000.00)**; while Monotaro Co. Ltd. submitted a quote of Three Million Two Hundred Ninety Three Thousand Six Hundred Eighty Yen (JPY3,293,680.00) and Kaunet Co. Ltd. submitted a quote of Three Million Eight Hundred Thirteen Thousand One Hundred Sixty-Six Yen (JPY3,813,166.00);

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 furniture for the Philippine Embassy Chancery, to **Offix Co. Ltd.** for the total amount of **Two Million Two Hundred Thousand Japanese Yen (JPY2,200,000.00)**, including taxes and other lawful charges.

Adopted this 22nd day of November 2024 in Tokyo, Japan.


CHARMAINE A. SERNA-CHUA
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


JAN KENNETH E. BOLANTE
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

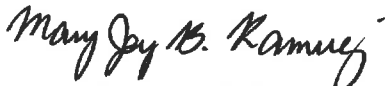
Head of the Procuring Entity

Date Approved: 22 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 award the contract for the procurement of office furniture for the Philippine Embassy Chancery, to **Offix Co. Ltd.** for the total amount of **Two Million Two Hundred Thousand Japanese Yen (JPY2,200,000.00)**, including taxes and other lawful charges.

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Member


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Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 22 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
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NOTICE OF AWARD

Date: 13 December 2024

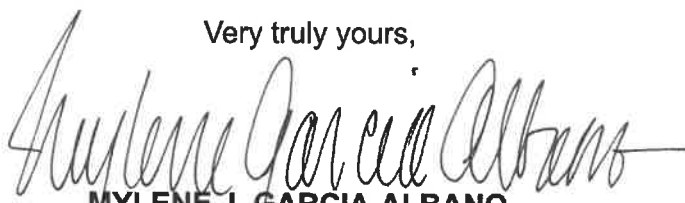
Sir:

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.2024-041 dated 22 November 2024, 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 furniture for the Philippine Embassy Chancery	Two Million Two Hundred Thousand Japanese Yen (JPY2,200,000.00)

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

NOTICE OF AWARD

Date: 13 December 2024

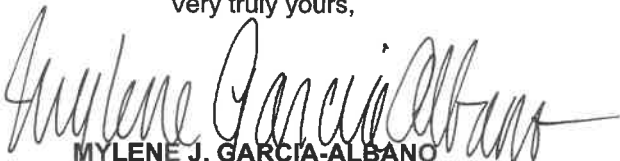
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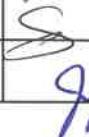
Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement of office furniture for the Philippine Embassy Chancery	Two Million Two Hundred Thousand Japanese Yen (JPY2,200,000.00)

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Mr. Naruaki Narita
Assistant Manager
Offix Askul 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	



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NOTICE TO PROCEED

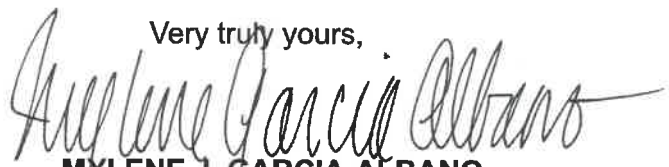
Date: 20 December 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 13 December 2024, issued by the Philippine Embassy in Tokyo, **Offix Co. Ltd.** is hereby engaged to provide services for the Procurement of office furniture for the Philippine Embassy Chancery, for the total amount of **Two Million Two Hundred Thousand Japanese Yen (JPY2,200,000.00)**, 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. Naruaki Narita
Assistant Manager
Offix Askul Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

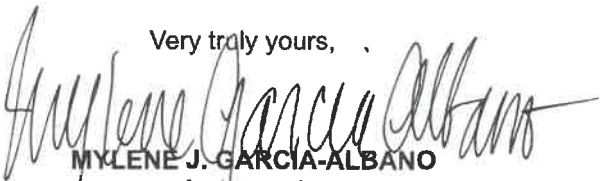
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Consul MJB Ramirez BAC Vice Chairperson	<i>mjr</i>
Consul JKE Bolante BAC Member	<i>[Signature]</i>
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