



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. 2024-044

**RESOLUTION RECOMMENDING, BY REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 FOR THE AWARD TO STELLA SPICA,
FOR THE PRODUCTION OF CUSTOM-MADE GIFT BAGS BEARING THE EMBASSY'S
OFFICIAL SEAL**

WHEREAS, the Embassy of the Republic of the Philippines (Embassy), as part of its Cultural and Public Diplomacy efforts, regularly requires appropriate gift bags for the Philippine products given away as tokens and gifts to the Embassy's stakeholders and counterparts in order to foster goodwill and to promote Philippine products;

WHEREAS, the Embassy has determined through its research that giving away the tokens and gifts to its stakeholders and counterparts in a gift bag which bears the Embassy's Official Seal will be advantageous for the Philippines, as doing so will promote product visibility, presents a professional image on the presentation of the products and acts as a mobile advertisement which increases product recognition;

WHEREAS, the procurement for the production of custom-made gift bags bearing the Embassy's Official Seal, with an Approved Budget for the Contract (ABC) of **Eight Hundred Thousand Japanese Yen (JPY800,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2024, chargeable against the Embassy's General Fund, through its funds for Representation Allowances;

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 the production of custom-made gift bags bearing the Embassy's Official Seal, the Philippine Embassy requested quotations from reputable companies, namely Stella Spica, Hacoplay (Kyoshin Paper and Package Co. Ltd.) and Berry B;

WHEREAS, based on the Abstract of Quotations, **Stella Spica submitted the lowest calculated and responsive bid** in the amount of about **Seven Hundred Thirty-Five Thousand Japanese Yen (JPY735,000.00)**. Hacoplay (Kyoshin Paper and Package Co. Ltd.) submitted a bid of Seven Hundred Forty Thousand Six Hundred Sixty-Two Japanese Yen (JPY746,662.00) and Berry B submitted a bid of Seven Hundred Fifty-Five Thousand Eight Hundred Japanese Yen (JPY755,800.00);

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 for production of custom-made gift bags bearing the Embassy's Official Seal, to **Stella Spica** for the total amount of **Seven Hundred Thirty-Five Thousand Japanese Yen (JPY735,000.00)**, including taxes and other lawful charges.

Adopted this 19th day of December 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: 19 December 2024

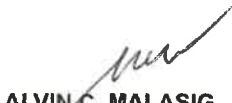
NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for the procurement for production of custom-made gift bags bearing the Embassy's Official Seal, to **Stella Spica** for the total amount of **Seven Hundred Thirty-Five Thousand Japanese Yen (JPY735,000.00)**, including taxes and other lawful charges.

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Member

DARELL ANN R. ARTATES
Member

Approved:

MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 19 December 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: 23 December 2024

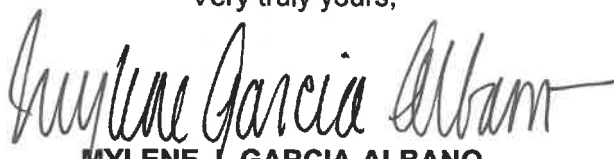
Madam:

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.2024-044 dated 19 December 2024, the Philippine Embassy in Tokyo is awarding the following procurement to **Stella Spica**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Production of custom-made gift bags bearing the Embassy's Official Seal	Seven Hundred Thirty-Five Thousand Japanese Yen (JPY735,000.00)

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

Ms. ERENA HONGO
Sales Representative
Stella Spica
Kanagawa, Japan

NOTICE OF AWARD

Date: 23 December 2024

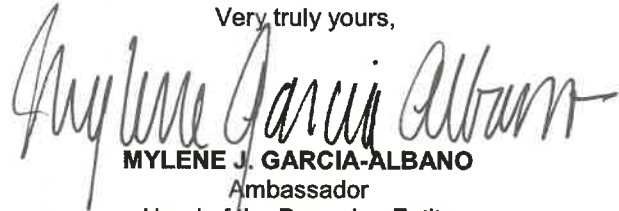
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Ambassador
Head of the Procuring Entity

Ms. ERENA HONGO
Sales Representative
Stella Spica
Kanagawa, Japan

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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	

〒248-0003
神奈川県鎌倉市浄明寺6-19-26
本郷江玲奈
Stella Spica

御中

下記の通り、発注いたします。

注 文 書

発行日: 2024-12-27 見積No: 20241108_1
20241108_2
駐日フィリピン共和国大使館
〒106-8537
住所: 東京都港区六本木5-15-5
電話番号: 03-5562-1577

代表 ミレーン・J・ガ
担当 神園 楓

特命全権大使
MYLENE J. GARCIA-ALBANO
Ambassador

納期予定日	納品場所	支払条件
2025-03-13	フィリピン共和国大使館	銀行振込

件 名	合計金額
フィリピン大使館紙袋	735,000 円

品目	数量	単位	単価	合計
紙袋(大)				
印刷	1000	枚	¥ 345	¥ 345,000
簡易校正	1	式	¥ 15,000	¥ 15,000
備考				
サイズ: W380xD140xH300 口折45 用紙: コート157g 色数: 4C/0(プロセス/) 支給方法: 再版		仕様: 片面PP デザイン修正有 手持ち: 紐: AR8x8 450mm 底ボールあり		
紙袋(中)				
印刷	1000	枚	¥ 360	¥ 360,000
簡易校正	1	式	¥ 15,000	¥ 15,000
備考				
サイズ: W330xD130xH380 口折45 用紙: コート157g 色数: 4C/0(プロセス/) 支給方法: 再版		仕様: 片面PP デザイン修正有 手持ち: 紐: AR8x8 450mm 底ボールあり		
小計				735,000
消費税				0%
税込合計				735,000

注文請書

〒106-8537
住所: 東京都港区六本木5-15-5
駐日フィリピン共和国大使館 御中

発行日: 2024-12-27 見積No: 20241108_1
20241108_2

〒248-0003
神奈川県鎌倉市浄明寺6-19-26
Stella Spica
本郷江玲奈

上記の注文につき、上記記載の条件にて受注いたします。

以上

6-19-26 Jyomyoji
Kamakura-shi, Kanagawa
Erena Hongo
Stella Spica

Order Note

Issued: 2024-12-27 Estimate 20241108_1
20241108_2
Embassy of the Republic of the Philippines
Address: 5-15-5 Roppongi, Minato-ku
Tokyo 106-8527
Tel: 03-5562-1577

Ambassador

Rep. Mylene J. Garcia-Albano
PIC Kaede Kamizono

We would like to place the following order.

Delivery	Site	Payment
2025-03-13	Philippine Embassy	Bank Transfer

Subject	Philippine Embassy Paperbags	Total Price	735,000 JPY
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Item	Qty	Unit	Price/unit	Subtotal
Paperbag (L)				
Printing Fee	1000	Sheets	¥ 345	¥ 345,000
Design Correction Fee	1	Set	¥ 15,000	¥ 15,000
Description				
Giftbag (L) H30 x W38 x D14 Paper: Coated 157g Colors: 4C/0 (process)		Design: One-sided PP Design pattern Handle: String: AR8x845mm Thick-bottom ball: yes		
Paperbag (M)				
Printing Fee	1000	Sheets	¥ 360	¥ 360,000
Design Correction Fee	1	Set	¥ 15,000	¥ 15,000
Description				
Giftbag (M) H38 x W33 x D13 Paper: Coated 157g Colors: 4C/0 (process)		Design: One-sided PP Design pattern Handle: String: AR8x845mm Thick-bottom ball: yes		
			Subtotal	735,000
			Tax	0%
			Total	735,000

Order Acceptance Note

Issued: 2024-12-27

Estimate 20241108_1

20241108_2

5-15-5 Roppongi, Minato-ku
Tokyo 106-8527

Embassy of the Republic of the Philippines
Messrs

6-19-26 Jyomyoji
Kamakura-shi, Kanagawa
Stella Spica

Erena Hongo

The above order will be accepted under the conditions stated above.

以上



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フィリピン 共和国 大使館
TOKYO, JAPAN

NOTICE TO PROCEED

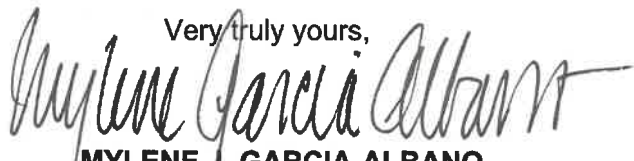
Date: 27 December 2024

Madam:

Please be informed that pursuant to the Notice of Award dated 23 December 2024, issued by the Philippine Embassy in Tokyo, **Stella Spica** is hereby engaged to provide for the production of custom-made gift bags bearing the Embassy's Official Seal, for the total amount of **Seven Hundred Thirty-Five Thousand Japanese Yen (JPY735,000.00)**, 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

Ms. ERENA HONGO
Sales Representative
Stella Spica
Kanagawa, Japan

NOTICE TO PROCEED

Date: 27 December 2024

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