



**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. 2024-016**

**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, AND THE AWARD TO IMPERIAL HOTEL LTD. FOR THE LEASE OF VENUE AND FOOD CATERING SERVICE FOR THE PHILIPPINE INDEPENDENCE DAY RECEPTION TO BE HELD ON 12 JUNE 2024**

**WHEREAS**, in view of the 126<sup>th</sup> Philippine Independence Day on 12 June 2024, the Philippine Embassy in Tokyo will hold a National Day Reception on the said date;

**WHEREAS**, Ambassador Mylene Garcia-Albano will welcome approximately four hundred (400) Japanese government officials, members of the Diplomatic Corps and representatives of the business sector, the academe, and the media;

**WHEREAS**, the planning and contracting of said venue and food catering is under Cultural Activities for the Philippine Independence Day Celebration which is included in the Procuring Entity's Annual Procurement Plan;

**WHEREAS**, it intends to use the approved budget of **Eight Million Five Hundred Thousand Japanese Yen (JPY8,500,000)**, the approved budget for the Philippine National Day Reception on 12 June 2024, 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 lease of venue and food catering for the Philippine National Day Reception which will be held on 12 June 2024, the Philippine Embassy requested three (3) hotels, namely Imperial Hotel Ltd., Happoen, and Meiji Kinenkan;

**WHEREAS**, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **only Imperial Hotel Ltd. responded and submitted the lowest and responsive quotation in the amount of Eight Million Four Hundred Seven Thousand Three Hundred Sixty Japanese Yen (JPY8,407,360);**

**WHEREAS**, the BAC conducted due diligence inquiries on the submission of Imperial Hotel Ltd. 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:

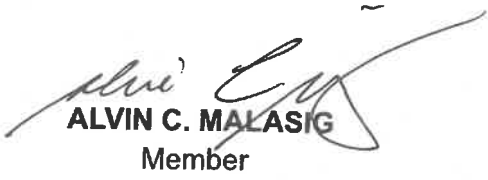
**NOW, THEREFORE**, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to the mode of procurement in accordance with the "*Guidelines 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 to Imperial Hotel Ltd. for the lease of venue and food catering service for Post's Reception in commemoration of the Philippine Independence Day on 12 June 2024, for the total amount of Eight Million Four Hundred Seven Thousand Three Hundred Sixty Japanese Yen (JPY8,407,360).**

Adopted this 6<sup>th</sup> day of June 2024, 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:

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity  
Date Approved: 6 June 2024

NAME	INITIALS
TS,C,AO FG Quintin BAC-Secretariat, Head	
PO HJPanong-Calabocal BAC Secretariat, Member	
CO JEBalaoro BAC Secretariat, Member	



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
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**NOTICE OF AWARD**

Date: 7 June 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. 2024-016 dated 6 June 2024, the Philippine Embassy in Tokyo is awarding the following procurement to Imperial Hotel Ltd.:

<b>Product/Service</b>	<b>Total Cost (inclusive of taxes and other lawful charges)</b>
Lease of venue and food catering service for the Philippine Independence Day on 12 June 2024	Eight Million Four Hundred Seven Thousand Three Hundred Sixty Japanese Yen (JPY8,407,360)

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

**Ayako Maruno**

Deputy Director, International Sales

Sales Department, Imperial Hotel, Ltd.

1-1-1 Uchisaiwaicho, Chiyoda-ku, Tokyo

Tel. No. 03-3504-1111



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**NOTICE TO PROCEED**

Date: 10 June 2024

Sir/Ma'am:

Please be informed that pursuant to the Notice of Award dated 7 June 2024, issued by the Philippine Embassy in Tokyo, **Imperial Hotel Ltd.** is hereby requested to provide venue and food catering service for the Reception for the commemoration of the 126th Philippine Independence Day on 12 June 2024, for the total amount of **Eight Million Four Hundred Seven Thousand Three Hundred Sixty Japanese Yen (JPY8,407,360) only**, 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

**Ayako Maruno**

Deputy Director, International Sales

Sales Department, Imperial Hotel, Ltd.

1-1-1 Uchisaiwaicho, Chiyoda-ku, Tokyo

Tel. No. 03-3504-1111



IMPERIAL HOTEL  
TOKYO

Sales Department  
Imperial Hotel, Ltd  
1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo  
Main Tel: (03)3504-1111

**Agreement for Banquet Reservation**

Name of Banquet	Philippine Embassy Reception				
Purpose of Banquet	Cocktail Buffet				
Time and Date/ Venue/ Number of Guests	Date	Venue	Time	Style	Number of Guests
	12 June, 2024	Peacock East	18:30-20:30	Cocktail Buffet	450
		Chidori	15:00-21:00	Waiting Room	
		Hana-Chigusa	15:00-21:00	Waiting Room	
		Ran	15:00-21:00	Waiting Room	
		Peacock South	9:00-15:00	Storage Room	
		Peacock East	15:00-18:00	Set up	
Contact Information	Company Name	Embassy of the Republic of the Philippines			
	Division	Cultural Section			
(Billing address)	Contact Person	Ms. Mary Joy B. Ramirez			
	Address/Zip Code	5-15-5, Roppongi, Minato-ku, Tokyo, Japan 106-8537			
	Telephone Number	03-5562-1600			
	* Billing address must be settled within 20days before the Banquet.				
Partial Payment	You shall pay us _____ as Partial Payment by _____ * If you fail to pay the Partial Payment by the said due date, we shall deem your reservation to be cancelled and we will charge you a penalty equal to the amount specified in the below Cancellation clause.				
Advance Payment	You shall pay us the total amount of the Estimated Charge, minus any Partial Payment, or the amount of _____ as Advance Payment by _____ * If you fail to pay the Advance Payment by the said due date, we shall deem your reservation to be cancelled and we will charge you a penalty equal to the amount specified in the below Cancellation clause, minus any amounts already paid as Partial Payment.				
Terms of Payment	Notwithstanding provisions of the Regulations, you shall pay the total charge related to the Banquet Hall rental (minus any amounts credited as Partial Payment and/or Advance Payment) by the following date, either in cash or by credit card. * Date: <u>Wednesday, 31 July, 2024</u> . Any excessive costs will be settled by credit card authorization form post event.				
Cancellation	If you cancel your reservation, or if you postpone the date of the Banquet, we will bill you a Cancellation Charge or Postponement Charge. In such cases, all or a part of any Partial Payment and/or Advance Payment will not be returned you.				
Regulations	Regulations are on the reverse side of this Agreement.				

We hereby agree to the Regulations of this Hotel (as stated on the reverse of this form) as if set forth above.  
Date:

10 JUN 2024

Company Name: Embassy of the Philippines  
Address: 5-15-5 Roppongi, Minato-ku, Tokyo, Japan  
Signature:   
name: MY ENE J. GARCIA - ALBANO  
title: Ambassador Extraordinary and Plenipotentiary

Imperial Hotel, Ltd  
1-1-1, Uchisaiwaicho, Chiyoda-ku, Tokyo  
by:   
name: Ayako Maruno  
title: Deputy Director, International Sales