



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 February 2022

Madame:

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.2022-001 dated 10 February 2022, the Philippine Embassy in Tokyo is awarding to **Chef Mareve Inomata, the procurement of her consultancy services for the Philippine Embassy's project "Philippine Food Fair 2022" in collaboration with the Imperial Hotel to be held at Parkside Diner, Imperial Hotel for the month of April 2022 for the total amount of Eighty Thousand Japanese Yen (JP¥80,000) only, inclusive of taxes and other lawful charges, subject to the Department of Foreign Affairs' existing accounting and auditing requirements and subject to the signing of the Contract.**

Very truly yours,

  
**JOSE C. LAUREL, V**  
Ambassador  
Head of the Procuring Entity

**Chef Mareve Inomata**  
Tokyo Musashino-shi,  
Kichijoji Minami-cho 2-12-10  
Flat 201, Tokyo, Japan

1 | Page

Notice of Award (BAC Resolution No. 2022-001, Hiring of Chef Mareve Inomata as HTC for the project PH Food Fair 2022 at Parkside Diner, The Imperial Hotel)



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**フィリピン 共和国 大使館**  
**TOKYO, JAPAN**

14 February 2022

**MS. MAREVE INOMATA**  
Chef

**Letter of Agreement**

Dear Chef Inomata,

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of your services as **Chef Consultant** for the project **Philippine Food Fair 2022** in collaboration with the Imperial Hotel in Tokyo, Japan. The Philippine Food Fair 2022 will be held at the Parkside Diner of the Imperial Hotel for the month of April 2022. We welcome your proposal and quotation as submitted to the Embassy of the Republic of the Philippines in Tokyo, Japan (Tokyo PE).

In view of the foregoing, the Tokyo PE commits to support this project and shall:

- Provide a maximum amount of **Eighty Thousand Yen (JPY 80,000.00)** only to cover the fees of Chef Inomata as Chef Consultant to provide the deliverables / services enumerated in the conditions stated below.
- Directly release the full amount to Chef Inomata within 15 working days after implementation of activity. This is subject to Chef Inomata's fulfillment of the conditions stated below.
- Cover for all applicable bank charges and wire transfer fees. Bank charges and transfer fees will not be deducted from the total amount of budget stipulated in this Agreement; and
- Send a proof of deposit/remittance of the payment to the Chef Consultant

**Chef Mareve Inomata, Tokyo PE's Chef Consultant, shall provide the following deliverables / services from the date of this Agreement until the culmination of the Philippine Food Fair in April 2022:**

- Research and Development of Filipino Dishes for consideration and approval of Tokyo PE and Imperial Hotel;
- Creation and submission of recipes for at least 4 Filipino Dishes and recommendations for beverages that will form part of the menu of the 2022 Philippine Food Fair;
- Coordination with Tokyo PE and the Imperial Hotel during the development of dishes and beverages, training of the Hotel's Chef, taste testing and finalization of the dishes to be included in the menu of the Philippine Food Fair;
- Attend meetings in relation to the Philippine Food Fair;
- Provide assistance to both Tokyo PE and Imperial Hotel in all activities in relation to Philippine food, dishes and beverages until the culmination of the Philippine Food Fair;
- For processing of payment, submit the following information and documents to Tokyo PE within 15 working days after implementation of activity:
  - a. Tax Identification Number;
  - b. Photocopy of bank account (passbook or ATM) or bank details necessary for remittance
  - c. Signed Letter of Agreement;
- Send an acknowledgement receipt of payment signed by the Chef Inomata;

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 Japan  
Tel.no.(+81) 3-5562-1600 / Fax no.(+81) 3-5562-1603  
<http://tokyo.philembassy.net>

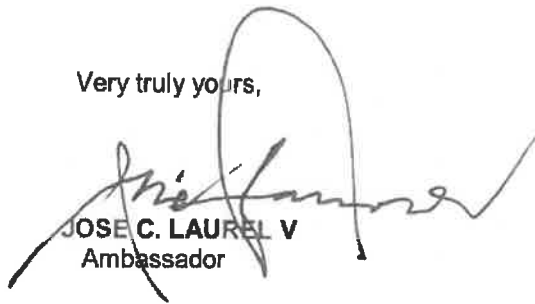
In the event of your unjustified failure to complete or fully implement the Project in accordance with the terms and conditions stipulated in this Agreement, the Tokyo PE may forfeit and terminate this Agreement.

Neither party shall be liable for any failure arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action arising out of acts of God, fire, flood, war, insurrections, sabotage, accidents, or any other similar circumstance beyond the reasonable control of the party whose performance is affected.

Should you be amenable with the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,



**JOSE C. LAUREL V**  
Ambassador

Conforme:



**MS. MAREVE INOMATA**  
Chef



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
フィリピン 共和国 大使館  
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**NOTICE TO PROCEED**

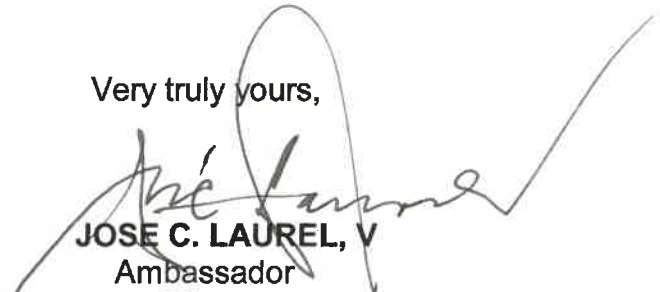
Date: 14 February 2022

Madame:

Please be informed that pursuant to the Notice of Award dated 11 February 2022 issued by the Philippine Embassy in Tokyo, **Chef Mareve Inomata**, is hereby given this **Notice to Proceed for the procurement of her consultancy services for the Philippine Embassy's project "Philippine Food Fair 2022"** in collaboration with the Imperial Hotel to be held at Parkside Diner, Imperial Hotel for the month of April 2022 for the total amount of **Eighty Thousand Japanese Yen (JP¥80,000) Philippines 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,



**JOSE C. LAUREL, V**  
Ambassador  
Head of the Procuring Entity

**Chef Mareve Inomata**  
Tokyo Musashino-shi,  
Kichijoji Minami-cho 2-12-10  
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1 | Page

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