



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

REQUEST FOR QUOTATION

The Philippine Embassy in Tokyo, Japan, through its Administrative Section, intends to procure Photocopying Services and Supply of Papers and Toners, subject to Republic Act No. 9184 and its implementing guidelines. The details of the project/activity/program are as follows:

Name of Project : Photocopying Services and Supply of Papers and Toners

Approved Budget : **Four Million Six Hundred Thousand Japanese Yen**
for the Contract (JPY 4,600,000.00) or **Two Million One Hundred Thousand Sixty Nine Thousand Philippine Peso**
(PHP 2,169,000.00) @ PHP 100.00 = JPY 2.12)

Specifications : See the attached Annex "A" for specifications

Location : Administrative Section, Philippine Embassy
5-15-5 Roppongi, Minato-ku, Tokyo, Japan

Delivery Date : Within seven (7) calendar days from receipt of the Notice
to Proceed

Interested Suppliers are required to submit their duly signed price quotation (Annex "A").

Submission of quotation is on or before 5:00 p.m. of 23 December 2020 at the Administrative Section of the Philippine Embassy, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan. Open submission may be submitted, manually or through facsimile at fax no.(813) 5562-1603.

The Embassy reserves the right to accept or reject any quotation, to annul the proposal process, and to reject all quotations/proposals at any time prior to contract award without thereby incurring any liability to the affected supplier or suppliers.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mr. ANWAR M. ITO

Head, BAC Secretariat

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

Tel.: (03) 5562-1600 local 121

Email: admin.section@philembassy.net; sm.dejesus@philembassy.net

Mr. ROBESPIERRE L. BOLIVAR

Chairperson, Bids and Awards Committee

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

14 December 2020, Tokyo, Japan

PRICE QUOTATION FORM

Date

Philippine Embassy, Tokyo
5-15-5 Roppongi, Minato-ku
Tokyo, Japan

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specifications	Unit Cost	Total Price
Photocopying Services and Supply of Papers and Toners	Services of nine (9) photocopying machines as required by the Embassy's daily operations for the following work stations: a) Administrative Section (2) b) Finance Section (1) c) Communication Rooms (1) d) Political/Economic/Cultural Sections (1) and e) Consular Section (4)		

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.