



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

REQUEST FOR QUOTATION/PROPOSAL

The Embassy of the Philippines in Tokyo, Japan, through the authorized appropriations in the Fiscal Year (FY) 2024 General Appropriations Act (GAA), and chargeable against the Embassy's General Fund through its Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **One Million Japanese Yen (JPY1,000,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of Go Bags and preparations undertaken for disaster preparedness.

Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : **Procurement of Go Bags and Preparations Undertaken for Disaster Preparedness**

Location : **Embassy of the Republic of the Philippines, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan 106-8537**

Specifications : *(Please see attached Annex "A" for complete requirements)*

Approved Budget : **One Million Japanese Yen (JPY1,000,000.00)**

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **26 November 2024** (Japan Standard Time). Open quotations/proposals may be submitted in person or through fax at 03-5562-1603.

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

Ms. FATIMA G. QUINTIN 

Consul, Administrative Officer and 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

21 October 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company/sales and manufacturing company which can provide the procurement of Go Bags and preparations undertaken for disaster preparedness.

I. Description

The Embassy requires services of a qualified contractor capable of providing emergency bags for disaster situations containing basic survival supplies, otherwise known as "Go Bags", and basic survival necessities for storing, otherwise known as "stockpile sets", for the official use of the Embassy's personnel and visitors in the event of a disaster, hereinafter referred to as the "Project".

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Million Japanese Yen (JPY1,000,000.00)**.

III. Deliverables

The company/supplier shall be a qualified company/sales and manufacturing company that is capable of providing Go Bags and stockpile sets for the Embassy, with the following specifications and inclusions:

A. **Go Bag material** – must be lightweight, waterproof or water repellent, easy to store in office or home spaces and capable of storing all of the survival items;

A. **Survival items** – must at least contain the following items:

- Portable emergency device capable of functioning as a charger, siren, radio and flashlight / may be solar powered or charged through a hand crank;
- Heat reduction sheet;
- Iodine swab;
- Drinking water (at least one bottle);
- Food pack (at least one pack, may be biscuits or other suitable alternative);
- Portable toilet pack (at least one set);
- Whistle; and
- Gloves.

C. **Stockpile Sets** - The Contractor shall be a qualified contractor capable of providing stockpile sets with the following minimum qualifications:

- Shelf life – must be at least three years from initial purchase;
- Good for at least ten (10) persons for three (3) days;
- Must be easy to store.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including delivery).

V. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable, and responsive quotation/offer.

The Philippine Embassy reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without incurring any liability to the affected company/supplier.

VI. Terms of Payment

Payment shall be made after the complete delivery and inspection of the materials and work and upon receipt of the invoice by the Finance Section of the Philippine Embassy.

PRICE QUOTATION FORM

[DATE]

Philippine Embassy
5-15-5 Roppongi, Minato-ku
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the general conditions, I/we quote on the item/s at price/s noted below (in the Request for Quotation), hereunder is our quotation/s for the item/s as follows:

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Procurement of Go Bags and preparations undertaken for disaster preparedness			

(Amount in words) _____

The above-quoted prices are inclusive of all costs, including driver's wage, toll fees, fuel, and applicable taxes, and I undertake to perform said service and/or deliver said service at the above specified address on the abovementioned dates.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details