



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 funds for Maintenance and Other Operating Expenses (MOOE) of the Embassy, intends to apply the sum of **Five Hundred Thousand Japanese Yen (JPY500,000)** being the Approved Budget for the Contract (ABC) for the procurement for the lease of additional aroma diffusers for the Embassy Chancery to address the mold and mildew scents permeating in the Embassy Chancery due to the old age of the building.

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

Name of Project : **Procurement for the Lease of Additional Aroma diffusers for the Embassy Chancery**

Location : **Philippine Embassy Chancery, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan**

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

Approved Budget : **Five Hundred Thousand Yen (JPY500,000)**

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 **24 October 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

15 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 which can the lease of additional aroma diffusers for the Embassy Chancery to address the mold and mildew scents permeating in the Embassy Chancery due to the old age of the building.

I. Description

Procurement for the lease of additional aroma diffusers for the Embassy Chancery to address the mold and mildew scents permeating in the Embassy Chancery due to the old age of the building.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Thousand Yen (JPY500,000)**.

III. Deliverables

The company/supplier shall be a qualified service provider / company that is capable of leasing aroma diffusers for the Philippine Embassy Chancery's Multi-Purpose Hall (Siazon Hall) and the hallways of the Ambassador's and the Deputy Chief of Mission's offices, with the following specifications and inclusions:

- A) Annual lease of aroma diffusers with the minimum coverage area of twenty (20) tatami mats or 36m²;
- B) Initial installation included in project cost;
- C) Monthly maintenance of aroma diffuser units;
- D) Waste disposal for any waste materials during installation; and
- E) Transportation and installation charges.

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 for the lease of additional aroma diffusers for the Embassy Chancery to address the mold and mildew scents permeating in the Embassy Chancery due to the old age of the building.			

(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