



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

REQUEST FOR QUOTATION

The Embassy of the Philippines in Tokyo, Japan, through the authorized appropriations under the General Appropriations Act and chargeable against National Commission for Culture and the Arts (NCCA) Funds, intends to apply the sum of **Two Million Four Hundred Thousand Japanese Yen (JPY2,400,000)**, being the Approved Budget for the Contract (ABC) for the lease of venue and food catering for the ASEAN Day Celebration be held on 15 August 2023 in Tokyo, Japan and would like to request a quotation from qualified and capable service providers.

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

The Terms of Reference of the Project are attached as **Annex A**.

Interested suppliers are kindly requested to accomplish the attached Price Quotation Form (**Annex B**) and submit it directly or by email to the Philippine Embassy in Tokyo through:

Mr. ANWAR M. ITO

Head, Bids and Awards Committee (BAC) Secretariat

Philippine Embassy, Tokyo, Japan

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

Email: admin.section@philembassy.net

The deadline for the submission of quotations is on 9 August at 12:00 NN.

For further information and clarification, please email the Administrative Section of the Philippine Embassy at admin.section@philembassy.net or call +813 5562 1600 to 1602, 1604 to 1605 ext. 122 or 121.

Sincerely yours,



ANWAR M. ITO
Administrative Officer
Head, BAC Secretariat

26 July 2023

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to lease a venue with food catering for the celebration of 56th ASEAN Day to be held on 15 August 2023 in Tokyo, Japan, hereinafter referred to as the Project, from a reputable company/supplier.

I. Specification/Particulars

Lease of venue and food catering from 6:00pm to 8:00pm on 15 August 2023.

Minimum requirements for the lease of venue and inclusions are as follows:

- Venue can accommodate 120 people
- Food and beverage for 120 people
- Basic sound and lighting

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Million Four Hundred Thousand Japanese Yen (JPY2,400,000),**.

III. Deliverables

The company/service provider shall supply the Philippine Embassy the above-mentioned lease of venue that meets the minimum specifications indicated under Section I above.

IV. Pricing

The offered quote or cost of the contract should be in Japanese Yen and inclusive of all applicable government taxes and charges and service charges.

V. Warranty

The item/equipment provided by the company/supplier should include the manufacturer's appropriate warranty, if applicable. The company/supplier shall be responsible and liable for providing the necessary remedies for defects, faults or shortages during and after the completion of the event.

VI. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer or Lowest Calculated Responsive Quotation (LCRQ).

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 thereby incurring any liability to the affected company/supplier.

VII. Terms of Payment

Payment shall be made within seven (7) days upon completion of the event pursuant to the Project.

ANNEX B

PRICE QUOTATION FORM

Embassy of the Republic of the Philippines
5-15-5 Roppongi, Minato-ku, Tokyo
Japan

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

DESCRIPTION	QTY	QUOTE
Lease of venue and food catering for the 56th Year ASEAN Day Celebration Date: 15 August 2023 Time: 6:00pm - 8:00pm No. of persons: 120 pax		
TOTAL (inclusive of tax and other lawful charges)		JPY

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in JPY :
Amount in words :

Very truly yours,

Name of the Company/Supplier

Name/Signature of Representative

Contact Number