



**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 **Three Million Japanese Yen (JPY3,000,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of office furniture for the Philippine Embassy Chancery.

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

**Name of Project : Office Furniture for the Philippine Embassy Chancery**

**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 : Three Million Japanese Yen (JPY3,000,000.00)**

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 **08 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](mailto:admin.section@philembassy.net)

03 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/service provider which can provide the procurement of office furniture for the Philippine Embassy Chancery.

**I. Description**

Procurement of office furniture for the Philippine Embassy Chancery.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Million Japanese Yen (JPY3,000,000.00)**.

**III. Deliverables**

The company/supplier shall be a qualified company/service provider that is capable of providing office furniture for the Embassy's day-to-day official office use, with the following specifications and inclusions:

- A) The installation and set-up of the office furniture shall be included in the quotation;
- B) The company shall provide its own personnel for the installation and set-up;
- C) The company shall provide a site coordinator or manager who can coordinate and communicate with the Embassy on the preferred set-up for the office furniture;
- D) The company shall handle the delivery of the furniture;
- E) The company shall handle the disposal of any waste generated from installing and setting up the furniture;
- F) The company shall take care not to cause any damage;
- G) Delivery of the following office furniture:
  - a) Four (4) Meeting Tables, Large, Dimensions W1800×D600×H700, Color – Rose;
  - b) Ten (10) Meeting Tables, Medium, Dimensions W1800×D450×H700, Color - Rose;
  - c) One (1) Foldable Table, Dimensions W1160×D800×H1600, Color – Neutral;
  - d) Fifty (50) Meeting Chairs, Dimensions W1160×D800×H1600, Color - Neutral;
  - e) One (1) Trolley, Dimensions W649×D993×H900;
  - f) Ten (10) Round Tables, Dimensions W 600×H1000, Color - Neutral; and
  - g) Four (4) Movable Stage, Dimensions W2000×D1000×H200;
- H) Meeting tables shall preferably have an outlet case for storing a power strip.

**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 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 office furniture for the Philippine Embassy Chancery			

(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