



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 Republic of the Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund – Political Sections' Funds, intends to apply the sum of **Six Hundred Thousand Japanese Yen (JPY600,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the lease of venue for the Philippines-Japan 70th Anniversary Symposium (Project).

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

Name of Project : Lease of Venue for the Philippines-Japan 70th Anniversary Symposium

Location : Areas near the vicinity of the Chancery of the 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 : Six Hundred Thousand Japanese Yen (JPY600,000.00)

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 **11 June 2026** (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.



Mr. MARX IAN A. RULLODA

Vice Consul, Administrative Officer and Head, BAC Secretariat

Philippine Embassy, Tokyo, Japan

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

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23 February 2026

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified hotel, restaurant or event hall for the procurement for the lease of venue for the Philippines-Japan 70th Anniversary Symposium (project).

I. Description

The Embassy requires services of a qualified hotel, restaurant or event hall lease of venue for the reception for the procurement for lease of venue for the Philippines-Japan 70th Anniversary Symposium. The Embassy, in partnership with the Sasakawa Peace Foundation, shall host the 70th Anniversary Symposium, entitled "Charting New Frontiers: Building the Next 70 Years of Philippines-Japan Partnership".

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Six Hundred Thousand Japanese Yen (JPY600,000.00)**.

III. Deliverables

The lease of venue for the reception shall be awarded to a qualified hotel, restaurant or event hall, with the following specifications and inclusions:

A. **Date and Time:** 08 July 2026, 6:30 PM - 8:00 PM
(excluding ingress and egress)

B. **Number of persons:** 30 pax

C. **Format:** Cocktail buffet reception

D. **Specifications:**

- Proposed cuisine: Chef's recommendation
- Menu cards with allergen information
- Utensils, cutlery, glasses, table napkins
- Cocktail tables for XX pax
- Table skirting
- Simple floral arrangement or tabletop decor for cocktail table (optional)
- Chairs / couches (for resting)
- Podium
- Microphones and stands
- Low-height stage
- Basic venue lighting
- Sound system
- Can accommodate 2 flag poles and roll-up banners (to be brought in by Embassy)
- Registration area with signages, table, and chairs

IV. Pricing

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

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 Lot	Lease of venue for the Philippines-Japan 70 th Anniversary Symposium			

(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