



**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 Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund - Building Fund, intends to apply the sum of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the repair of wallpaper at the Official Residence.

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

**Name of Project : Repair of Wallpaper at the Official Residence**

**Location : Tokyo, Japan**

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

**Approved Budget : One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**

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 **23 April 2025** (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

Tel.: (03) 5562-1600 local 121

Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

4 April 2025, Tokyo, Japan

## **TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan, intends to secure the services of a qualified service provider for the repair of wallpaper at the Official Residence of the Philippine Ambassador to Japan, otherwise known as the “Kudan”, for the service date of 15 May 2025.

### **I. Description**

The Embassy requires the services of a qualified service provider for the repair of wallpaper at the Official Residence, for the service date of 15 May 2025.

### **II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**.

### **III. Deliverables**

The service provider shall be a qualified construction company which is capable of repairing the wallpaper at the Official Residence, with the following specifications and inclusions:

- A. **Venue location:** Official Residence, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071;
- B. **Service Date:** 15 May 2025, Thursday;
- C. **Rooms:** wallpaper located at the 1F Main Dining Room (Room 108) and one of the 2F Bedroom (Room 205);
- D. **Particulars:** repair of visible wallpaper damage at Rooms 108 and 205:
  - Peeling/bubbling – caused by moisture during the summer months;
  - Loose seams – caused by moisture during the summer months;
  - Tears and holes – resulting from general wear and tear;
  - Staining and discoloration – due to the age of wallpaper;
  - Mold and mildew – various areas of wallpaper;
- E. **Materials:** replacement wallpaper shall be as close as possible to the original wallpaper used, with samples presented to the Embassy for selection at least one (1) week before the service date;
- F. **Cleaning and Waste Disposal:** service shall include proper cleaning of the walls of the selected rooms prior to repair of wallpaper, and shall include the proper waste disposal of all waste matter generated from the project;
- G. **Coordination:** Designation of a point person who shall coordinate with the Embassy from preparations up to the service date, attend meetings or answer

correspondence related to this project, and provide adequate assistance to the Embassy in all activities in relation to the repair of the wallpaper.

**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 Lot	Repair of wallpaper at the Official Residence, for the service date of 15 May 2025			

(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