



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 under the General Appropriations Act and chargeable against Post's MOOE FY 2021, intends to apply the sum of **Two Million Japanese Yen (¥2,000,000.00)**, being the Approved Budget for the Contract (ABC) for the **Disposal of Records, Unserviceable Property and Equipment** located at 5-15 Roppongi, 5-chome, Minato-ku, Tokyo, Japan and 11-24 Nampeidai-cho, Shibuya, Tokyo, Japan. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Disposal of Records, Unserviceable Property and Equipment

Location of Delivery : 5-15 Roppongi 5-chome, Minato-ku, Tokyo, Japan and
11-24 Nampeidai-cho, Shibuya, Tokyo, Japan

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

Approved Budget : Two Million Japanese Yen (¥2,000,000.00)

Interested suppliers 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 Monday, 31 July 2021 (Japan 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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mr. ANWAR M. ITO

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; sm.dejesus@philembassy.net

Mr. ROBESPIERRE L. BOLIVAR

Chairperson, Bids and Awards Committee

Philippine Embassy, Tokyo, Japan

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

07 July 2021, Tokyo, Japan

PRICE QUOTATION FORM

07 July 2021

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	Disposal of Office Waste (Records, Unserviceable Property and Equipment/Items) <ul style="list-style-type: none"> - Should include loading and transportation costs and - Other miscellaneous expense 	Includes: <ol style="list-style-type: none"> 1. Large garbage – 5.0 sq. m. 2. Documents, used paper, cardboard box, files – 26.0 sq. m. 3. Office Sofa – 1.5 sq. m. 4. Office Supplies, waste plastic, appliance – 14.0 sq.m. 5. Wooden box, office table, waste plastic, glass – 3.06 sq. m. 6. Miscellaneous debris – 21.0 sq.m. 7. Office desk – 20.7 sq. m. 8. Chairs, Tables – 21.5 sq.m. 9. Waste Paper, waste plastic -21.5 sq.m. 10. Wood Furniture, other furniture – 4.0 sq.m. 11. Partition materials – 4.0 sq. m. 12. Document cabinets – 4.0 sq.m. 		

(Amount in words) _____
_____.

The above-quoted prices are inclusive of all delivery costs and applicable taxes, and I undertake to perform said service and/or deliver said goods at the above specified address no later than **31 December 2021**.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details