



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



Years of Philippines - Japan Friendship
日本-フィリピン親善年
1956 - 2026

BIDS AND AWARDS COMMITTEE

BAC RESOLUTION NO. 2026-004

RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT THROUGH GPPB RESOLUTION NO. 28-2017 TO THE INTERNATIONAL HOUSE OF JAPAN FOR THE PROCUREMENT FOR THE LEASE OF VENUE FOR THE RECEPTION FOR THE UNITED STATES – PHILIPPINES SOCIETY TRILATERAL CONFERENCE

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), in partnership with the United States - Philippines Society (USPS), shall host the end-of-day reception for the delegates of the Trilateral Conference on 12 February 2026;

WHEREAS, the Embassy needs to lease an appropriate venue for the reception for the Trilateral Conference, which aims to broaden and expand interaction and understanding through basic research and/or applied research in the areas of security, trade, investments, tourism, the environment, history, education and culture between the United States and the Philippines, which would benefit the American public and people of the Philippines;

WHEREAS, the procurement for the lease of venue for the reception for the United States – Philippines Society Trilateral Conference, with an Approved Budget for the Contract (ABC) of **Five Hundred Thousand Japanese Yen (JPY500,000.00)** is included in the Embassy's Annual Procurement Plan for Fiscal Year 2026, chargeable against the Embassy's General Fund, Political Section and Public Diplomacy Sections' funds;

WHEREAS, under the "*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas*," as approved under GPPB Resolution No. 28-2017 dated 31 July 2017, the procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out Requests for Quotations (RFQ) to at least three (3) suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

WHEREAS, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, and the requirement of advertisement of procurement projects through newspapers have been dispensed with, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

WHEREAS, for the procurement for lease of venue for the reception for the United States – Philippines Society Trilateral Conference, the Philippine Embassy requested quotations from reputable hotels, restaurants and event halls, namely the International House of Japan, the Tokyo American Club, and the Roppongi Hills Club;

WHEREAS, based on the Abstract of Quotations, the **International House of Japan** submitted the **lowest calculated and responsive bid** in the amount of **Four Hundred Sixteen Thousand Five Hundred Fifty Japanese Yen (JPY416,550.00)**. The Tokyo American Club submitted a bid of four Hundred Sixty-Six Thousand Five Hundred Five Japanese Yen (JPY466,505.00), and the Roppongi Hills Club submitted a bid of Five Hundred Twenty-Five Thousand Japanese Yen (JPY525,000.00), which is in excess of the ABC;

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to **RECOMMEND** to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for the procurement for the lease of venue for the reception for the United States – Philippines Society Trilateral Conference, to the **International House of Japan** for the total amount of **Four Hundred Sixteen Thousand Five Hundred Fifty Japanese Yen (JPY416,550.00)**.

Adopted this 27th day of January 2026 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson


MARY JOY B. RAMIREZ
Vice Chairperson


FATIMA G. QUINTIN
Member


ALVIN C. MALASIG
Member


DARELL ANN R. ARTATES
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity

Date Approved: 27 January 2026

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to award the contract for the procurement for the lease of venue for the reception for the United States – Philippines Society Trilateral Conference, to the **International House of Japan** for the total amount of **Four Hundred Sixteen Thousand Five Hundred Fifty Japanese Yen (JPY416,550.00)**.

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MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 27 January 2026

NAME	INITIALS
Vice Consul AO MIA Rulloda BAC-Secretariat, Head	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	



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



NOTICE OF AWARD

Date: 28 January 2026

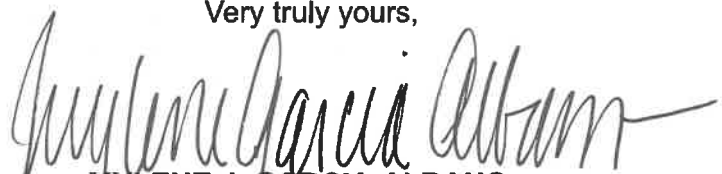
Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No. 2026-004 dated 27 January 2026, the Philippine Embassy in Tokyo is awarding the following procurement to the **International House of Japan**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of venue for the reception for the United States-Philippines Society Trilateral Conference	Four Hundred Sixteen Thousand Five Hundred Fifty Japanese Yen (JPY416,550.00)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

Mr. Hirofumi Shiraishi
Assistant Manager
Banquet Reservation Desk
International House of Japan
Tokyo, Japan

NOTICE OF AWARD

Date: 28 January 2026

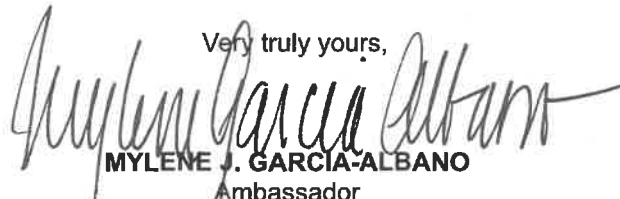
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Tokyo, Japan

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DCM CL De Jesus BAC Chairperson	
CG MJB Ramirez BAC Vice Chairperson	
Consul FG Quintin BAC Member	
Consul AC Malasig BAC Member	
Consul DAR Artates BAC Member	
Vice Consul and AO MIA Rulloda BAC Secretariat Head	
CO JC Disomimba BAC Secretariat, Member	
PO MKCP Garcia BAC Secretariat, Member	
LO JR San Jose BAC Secretariat, Member	

January 30, 2026

To : Philippine Embassy Tokyo

International House of Japan
Banquet Reservation
Hirofumi Shiraishi

Reservation Confirmation

Thank you very much for your inquiry and officially reservation.

We are pleased to confirm your reservation as follows;

Date : Thursday, February 12, 2026
Time : From 6:00 p.m. to 8:00 p.m.
Venue : Kabayama/Matsumoto Room
Price : As indicated in the Bill

If you have any requests or concerns, please do not hesitate to contact us anytime.

We look forward to welcoming your event.

<Cancellation Policy>

When the venue is cancelled, or the date or room is altered,
a cancellation charge in addition to actual expenses shall be paid as follows;

- From 60 days to 31 days prior to the event day :
10 % of the room charges plus actual costs*
- From 30 days to 15 days prior to the event day :
30 % of the room charges plus actual costs*
- From 14 days to 3 days prior to the event day :
50 % of the room charges and food plus actual costs*
- From 2 days prior to the event day and the preceding day :
80 % of the room charges and food plus actual costs*
- On the event day : 100 % of the room charges and food plus actual costs*

* Actual costs refers to any costs related to sign boards, equipments, etc.

To: International House of Japan

I have read and agree to the terms and conditions above, and hereby apply for this reservation.

Corporate Name :

Person in Charge :



Mylene J. Garcia Alano
MYLENE J. GARCIA-ALANO
Ambassador



国際文化会館
International House of Japan

5-11-16 Roppongi, Minato-ku, Tokyo 106-0032

TEL: +81-3-3470-4611 (main) E-mail: banquet@i-house.or.jp

請求書 Bill



〒106-0032
東京都港区六本木5-11-16
5-11-16 Roppongi, Minato-ku, Tokyo
106-0032
TEL:03-3470-4611
FAX:03-3479-1738
http://www.i-house.or.jp
登録番号：T1010405010617

お名前 Name	Philippine Embassy Reception for the US-Philippines Society Trilateral Conference		
開催日 Date	2026年02月12日 (木)	人数 No.	35
開催目的 Purpose	レセプション/演奏会	会場 Room	樺山
プラン Plan	会員割引/Member Discount		

品名 Item	単価 Unit Price	数量 Amount	金額 Price	備考 Remark
料理 本館 (10%会員) 洋食buffet/Western Food(buffet):会員 小計	¥7,500	35	¥236,250 ¥236,250	10%割引(26,250円)
飲料 本館 (10%会員) 飲料/Drink会員割引 小計	¥3,000	35	¥94,500 ¥94,500	10%割引(10,500円)
室料 本館 (25%会員) 宴会場/Banquet Room:会員割引 小計	¥35,000	1	¥26,250 ¥26,250	25%割引(8,750円)18:00-20:00
[小計 Sub Total]			¥357,000	
サービス料 Service Charge			¥53,550	
内設備本館 Microphone (for 1st) Microphone (from 2nd) ステージ/Stage (2.4×1.2/m) 小計	¥2,000 ¥1,000 ¥3,000	1 1 1	¥2,000 ¥1,000 ¥3,000 ¥6,000	Total 2 W2.4×D1.2×H0.2/m
[小計 Sub Total]			¥6,000	
[請求金額]			¥416,550	

会社名 Company	駐日フィリピン共和国大使館
住所 Address	〒106-8537 東京都港区六本木5-15-5 TEL:03-5562-1600(代)
ご署名 Signature	 MYLENE J. GARCIA-ALBANO Ambassador

総合計 Total	¥416,550
お預り金 Deposit	¥0
差引金額 Amount Due	¥416,550

予約No 100844001 800 1 (01)171 担当者: 白石 博文

当費税法上の適格請求書となりますので保存をお願いいたします。 (消費税 0% 税額 対象額 416,550)



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



NOTICE TO PROCEED

Date: 2 February 2026

Sir:

Please be informed that pursuant to the Notice of Award dated 28 January 2026 issued by the Philippine Embassy in Tokyo, the **International House of Japan** is hereby engaged to provide the lease of venue for the reception for the United States – Philippines Society Trilateral Conference, for the event date 12 February 2026, from 6:00 to 8:00 PM, for the total amount of **Four Hundred Sixteen Thousand Five Hundred Fifty Japanese Yen (JPY416,550.00)**, inclusive of all lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 12009 or the "New Government Procurement Act".

Very truly yours,

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NOTICE TO PROCEED

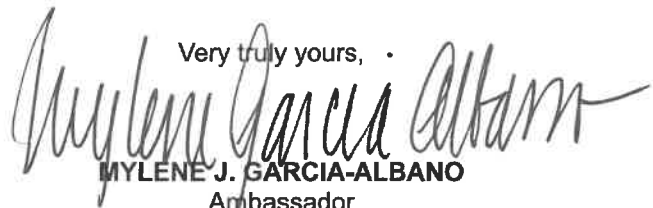
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Vice Consul and AO MIA Rulloda BAC Secretariat Head	n
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LO JR San Jose BAC Secretariat, Member	gj