



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



BIDS AND AWARDS COMMITTEE

BAC RESOLUTION NO. 2025-021A

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO NEW NANAY'S FOR THE
PROCUREMENT FOR CATERING SERVICES FOR THE OPENING CEREMONIES OF
THE PHILIPPINE FESTIVAL TOKYO 2025**

WHEREAS, the Embassy of the Republic of the Philippines in Tokyo, Japan (Embassy), shall host the Philippine Festival Tokyo 2025 from 29 to 30 November 2025 at the Event Plaza and Grounds of Yoyogi Park in Shibuya, Tokyo, in partnership with the Philippine Assistance Group;

WHEREAS, for the opening ceremonies of the Philippine Festival Tokyo 2025, the Embassy invited members of the diplomatic corps, the Japanese government, stakeholders and members of the Filipino community;

WHEREAS, the Embassy requires the services of a qualified service provider capable of providing catering services for a buffet-style luncheon featuring Filipino food for the invitees and members of the Embassy's organizing committee;

WHEREAS, the procurement for catering services for the opening ceremonies of the Philippine Festival Tokyo 2025, with an Approved Budget for the Contract (ABC) of **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund – Representation Expenses;

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 catering services for the opening ceremonies of the Philippine Festival Tokyo 2025, the Philippine Embassy requested quotations from

reputable catering companies / service providers, namely New Nanay's, Ulam Tokyo and Chef Jane Kemmochi;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **New Nanay's submitted the single calculated responsive bid** in the amount of **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)**. Both Ulam Tokyo and Chef Jane Kemmochi failed to respond within the deadline set in the Request for Quotation (14 November 2025);

WHEREAS, the BAC conducted inquiries on the submission of New Nanay's and found the company's quotation to be responsive to the Request for Quotation, and found the catering company to be technically, legally and financially capable;

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 catering services for the opening ceremonies of the Philippine Festival Tokyo 2025, to **New Nanay's** for the total amount of **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)**, including taxes and other lawful charges.

Adopted this 17th day of November 2025 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: 17 November 2025

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 catering services for the opening ceremonies of the Philippine Festival Tokyo 2025, to **New Nanay's** for the total amount of **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)**, including taxes and other lawful charges.

Adopted this 17th day of November 2025 in Tokyo, Japan.


CHRISTIAN L. DE JESUS
Chairperson

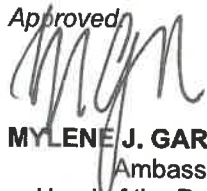

MARY JOY B. RAMIREZ
Vice Chairperson


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: 17 November 2025

NAME	INITIALS
Vice Consul 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: 18 November 2025

Madam:

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. 2025-021A dated 17 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to **New Nanay's**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for catering services for the opening ceremonies of the Philippine Festival Tokyo 2025	Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)

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

Ms. Cecilia Aoki
Caterer
New Nanay's
Tokyo, Japan

NOTICE OF AWARD

Date: 18 November 2025

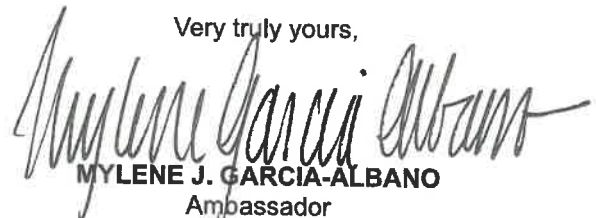
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MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity

Ms. Cecilia Aoki
Caterer
New Nanay's
Tokyo, Japan

NAME	INITIALS
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	



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TOKYO, JAPAN



19 November 2025

MS. CECILIA AOKI
New Nanay's

Letter of Agreement

Dear **Ms. Aoki**,

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of your catering services at the Opening Ceremony of the Philippine Festival to be held on 29 November 2025 at the Park Grounds, Yoyogi Park, Tokyo, Japan.

We welcome your proposal and quotation as submitted to the Embassy of the Republic of the Philippines in Tokyo, Japan (Tokyo PE).

In view of the foregoing, the Tokyo PE commits to support this project and shall:

- Provide a maximum amount of **Five Hundred Thirty Thousand Japanese Yen (¥530,000.00)** only as fees for the services of Ms. Aoki the ASEAN Committee in Tokyo Family Day, subject to the provision of the deliverables / services enumerated in the conditions stated below.
- Directly release the full amount to Ms. Aoki within 30 working days after implementation of activity. This is subject to Ms. Esconde's fulfillment of the conditions stated below.
- Cover for all applicable bank charges and wire transfer fees. Bank charges and transfer fees will not be deducted from the total amount of budget stipulated in this Agreement; and

New Nanay's represented by Ms. Cecilia Aoki, shall provide the following deliverables / services:

- Provide catering services for 100 persons. This includes food items, containers, food preparation, transportation and professional fees of the caterer, catering personnel, and servers;
- For reception service to begin at 10:30am at the designated venue – Yoyogi Park, Park Grounds;
- Food to be serve shall promote Filipino cuisine and/or Philippine products and Christmas dishes;
- Menu to consist of at least three (3) savory dishes, and two (2) desserts;
- Food preparation to be *halal* for the non-pork items;
- Provision of drinks during the event (i.e., soft drinks, tea, juices etc) and containers for the drinks;
- Menu to feature at least one (1) dish using Philippine bananas as the main ingredient;
- Preparation of food containers for leftovers;
- Provision of identification labels for the dishes, with specifics on key ingredients;

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 Japan
Tel. no. (+81) 3-5562-1600 / Fax no. (+81) 3-5562-1603
<http://tokyo.philembassy.net>

- Cleaning and proper waste disposal of catering items from the event and preparation area.
- For processing of payment, submit the following information and documents to Tokyo PE within 30 working days after the day the event is implemented:
 - a. Bank details necessary for remittance
 - b. Signed Letter of Agreement;
- Send an acknowledgement receipt of payment signed by Ms. Aoki within ten (10) working days from the receipt of payment.;

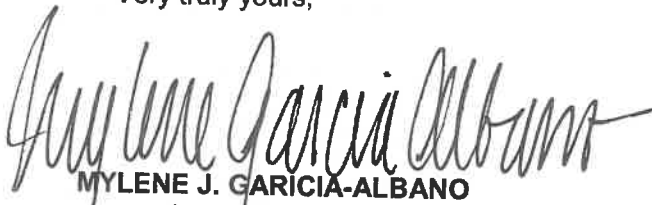
In the event of your unjustified failure to complete or fully implement the Project in accordance with the terms and conditions stipulated in this Agreement, the Tokyo PE may forfeit and terminate this Agreement.

Neither party shall be liable for any failure arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action arising out of acts of God, fire, flood, war, insurrections, sabotage, accidents, or any other similar circumstance beyond the reasonable control of the party whose performance is affected.

Should you be amenable with the abovementioned terms, please affix your signature below.

Thank you.

Very truly yours,


MYLENE J. GARCIA-ALBANO
 Ambassador

Conforme:


MS. CECILIA AOKI
 New Nanay's

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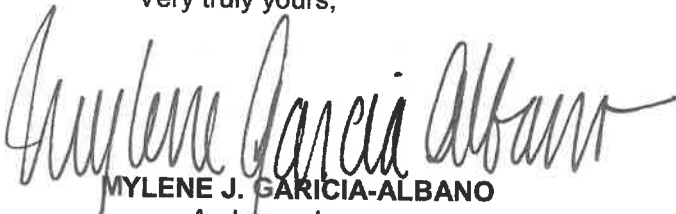
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Conforme:


MS. CECILIA AOKI
 New Nanay's

	Initials	Date
DCM		
CD Officer		09 Dec
BAC		10 Dec
CD staff		09 Dec



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NOTICE TO PROCEED

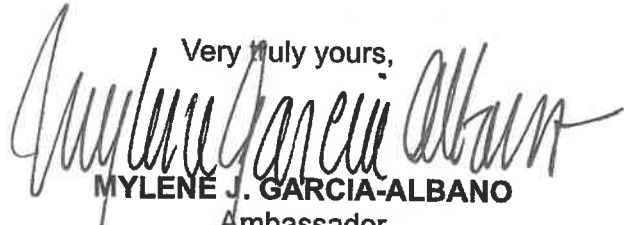
Date: 21 November 2025

Madam:

Please be informed that pursuant to the Notice of Award dated 18 November 2025 issued by the Philippine Embassy in Tokyo, **New Nanay's** is hereby engaged to provide catering services for the opening ceremonies of the Philippine Festival Tokyo 2025, for the service date of 29 November 2025, for the total amount of **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)**, inclusive of taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184 or the "Government Procurement Act of 2003".

Very truly yours,


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

Ms. Cecilia Aoki
Caterer
New Nanay's
Tokyo, Japan

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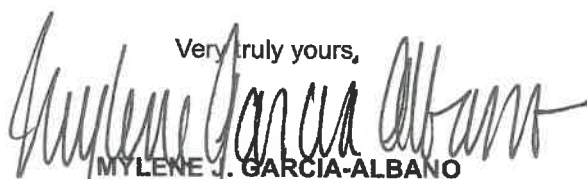
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