



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. 2025-021B

**RESOLUTION RECOMMENDING, AD REFERENDUM, THE AWARD OF CONTRACT
THROUGH GPPB RESOLUTION NO. 28-2017 TO THE PHILIPPINE ASSISTANCE
GROUP FOR THE PROCUREMENT FOR THE LEASE OF COMMERCIAL BOOTHS,
TABLES AND CHAIRS FOR 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;

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 the lease of commercial booths, tables and chairs for the invitees, festival participants and members of the Embassy's organizing committee;

WHEREAS, the procurement for the lease of commercial booths, tables and chairs for the Philippine Festival Tokyo 2025, with an Approved Budget for the Contract (ABC) of **One Million Four Hundred Fifty Thousand Japanese Yen (JPY1,450,000.00)** is included in Post's Supplemental Procurement Plan for Fiscal Year 2025, chargeable against the Embassy's General Fund – Cultural Section's Fund;

WHEREAS, under Annex A, Section 4, Letter C, Paragraph 2 of the *"Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas,"* the procuring entity is not required to send a Request for Quotation (RFQ) or Request for Proposal (RFP) to at least three (3) suppliers, contractors or consultants of known qualifications for the procurement of requirements for space, booth design, booth construction, in case of participation to international exhibits, duly approved by authorized officials under existing laws, rules and regulations;

WHEREAS, as the Philippine Festival Tokyo 2025 qualifies as an international exhibit, the Embassy requested for and received a quotation from the **Philippine Assistance Group** in the amount of **One Million Four Hundred Thirty Thousand Yen (JPY1,430,000.00)**, which is within the Approved Budget for the Contract (ABC) of **One Million Four Hundred Fifty Thousand Japanese Yen (JPY1,450,000.00)**;

WHEREAS, the BAC conducted inquiries on the submission of the Philippine Assistance Group and found the organization's quotation to be responsive to the Request for Quotation, and found the organization 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 the lease of commercial booths, tables and chairs for the Philippine Festival Tokyo 2025, to the **Philippine Assistance Group** for the total amount of **One Million Four Hundred Thirty Thousand Japanese Yen (JPY1,430,000.00)**, including taxes and other lawful charges.

Adopted this 11th 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: 11 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 the lease of commercial booths, tables and chairs for the Philippine Festival Tokyo 2025, to the **Philippine Assistance Group** for the total amount of **One Million Four Hundred Thirty Thousand Japanese Yen (JPY1,430,000.00)**, including taxes and other lawful charges.

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Approved:


MYLENE J. GARCIA-ALBANO
Ambassador
Head of the Procuring Entity
Date Approved: 11 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
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TOKYO, JAPAN



NOTICE OF AWARD

Date: 13 November 2025

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. 2025-021B dated 11 November 2025, the Philippine Embassy in Tokyo is awarding the following procurement to the **Philippine Assistance Group**:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of commercial booths, tables and chairs for the Philippine Festival Tokyo 2025	One Million Four Hundred Thirty Thousand Japanese Yen (JPY1,430,000.00)

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

Mr. BERLITO CAPULONG
Chairperson
Philippine Assistance Group
Tokyo, Japan

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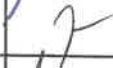
Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the lease of commercial booths, tables and chairs for the Philippine Festival Tokyo 2025	One Million Four Hundred Thirty Thousand Japanese Yen (JPY1,430,000.00)

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

Mr. BERLITO CAPULONG
Chairperson
Philippine Assistance Group
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	



**PHILIPPINE
ASSISTANCE
GROUP**

A FEDERATION OF
FILIPINO
COMMUNITY
ORGANIZATIONS IN
JAPAN



AGREEMENT

15 November 2025

The **Philippine Festival Committee** of the **Philippine Assistance Group (PAG)** and the **Philippine Embassy Tokyo**, agree to the following booth rental.

Category	Description	Quantity	Each Price	Amount
CM	Commercial Booth	9	¥150,000 each	¥ 1,350,000
1	Tables	30	¥1,500 each	¥ 45,000
2	Chairs	70	¥500 each	¥ 35,000
TOTAL:				¥ 1,430,000

BANK INFORMATION:

Account Name : PHILIPPINE ASSISTANCE GROUP
Bank Name : MIZUHO BANK
Account Number : 2 9 7 1 1 6 7
Branch Name : SAGAMIONO BRANCH
Branch Number : 3 8 0


Berlito "Toots" Capulong
Chairman
Philippine Assistance Group (PAG)
Philippine Festival Tokyo 2025

Conforme: 
H.E. Mylene J. Garcia-Albano
Ambassador
Embassy of the Republic of the Philippines
Tokyo, Japan



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NOTICE TO PROCEED

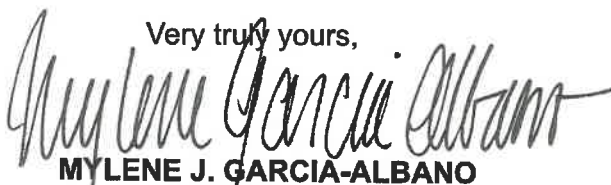
Date: 17 November 2025

Sir:

Please be informed that pursuant to the Notice of Award dated 13 November 2025 issued by the Philippine Embassy in Tokyo, the **Philippine Assistance Group** is hereby engaged to provide for the lease of commercial booths, tables and chairs for the Philippine Festival Tokyo 2025, for the service date of 29 to 30 November 2025, for the total amount of **One Million Four Hundred Thirty Thousand Japanese Yen (JPY1,430,000.00)**, 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

Mr. BERLITO CAPULONG
Chairperson
Philippine Assistance Group
Tokyo, Japan

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Tokyo, Japan

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