



**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. 2024-031**

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT IN ACCORDANCE WITH 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 AWARD TO SHOYO CO. LTD. FOR THE PROCUREMENT FOR THE GENERAL CLEANING OF THE EMBASSY CHANCERY**

**WHEREAS**, the Philippine Embassy Chancery serves as the venue for various events, meetings, receptions and official gatherings, in addition to serving as the regular office space for the Embassy’s personnel and attached agencies;

**WHEREAS**, there is a need to maintain the Chancery’s cleanliness, in order to ensure a safe and sanitary working environment for personnel and for visitors;

**WHEREAS**, the procurement of the general cleaning of the Embassy Chancery with an Approved Budget for the Contract (ABC) of **Eight Hundred Thousand Japanese Yen (JPY 800,000.00)** is included in Post’s Annual Procurement Plan for 2024, chargeable against its Regular Agency Fund – Maintenance and Other Operating 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 the general cleaning of the Embassy's Chancery, the Philippine Embassy requested quotations from reputable companies in Japan, namely Shoyo Co. Ltd., Osoji Kakumei and Build's Build Cleaning (Aqua Co. Ltd.);

**WHEREAS**, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Shoyo Co. Ltd. submitted the single lowest and responsive quotation** in the amount of **Seven Hundred Fifty-Nine Thousand Japanese Yen Only (JPY759,000.00)**; Osoji Kakumei responded that it cannot accept the Embassy's request as its schedule is already full during the service period, and Build's Build Cleaning (Aqua Co. Ltd.) responded that it does not accept spot requests;

**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 resort to the mode of procurement in accordance with 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, and award of contract for the procurement for the general cleaning of the Embassy Chancery, to **Shoyo Co. Ltd.**, in the total amount of **Seven Hundred Fifty-Nine Thousand Japanese Yen Only (JPY759,000.00)**, including taxes and other lawful charges.

**Adopted** this 22<sup>nd</sup> day of November 2024 in Tokyo, Japan.

  
**CHARMAINE A. SERNA-CHUA**  
Chairperson

  
**MARY JOY B. RAMIREZ**  
Vice Chairperson

  
**JAN KENNETH E. BOLANTE**  
Member

  
**ALVIN C. MALASIG**  
Member

  
**DARELL ANN R. ARTATES**  
Member

Approved:

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity  
Date Approved: 22 November 2024

**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 resort to the mode of procurement in accordance with 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, and award of contract for the procurement for the general cleaning of the Embassy Chancery, to **Shoyo Co. Ltd.**, in the total amount of **Seven Hundred Fifty-Nine Thousand Japanese Yen Only (JPY759,000.00)**, including taxes and other lawful charges.

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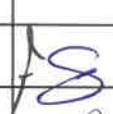
  
**ALVIN C. MALASIG**  
Member

  
**DARELL ANN R. ARTATES**  
Member

Approved:

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador

Head of the Procuring Entity  
Date Approved: 22 November 2024

| NAME                                          | INITIALS                                                                              |
|-----------------------------------------------|---------------------------------------------------------------------------------------|
| Consul AO FG Quintin<br>BAC-Secretariat, Head |                                                                                       |
| CO JC Disomimba<br>BAC Secretariat, Member    |  |
| PO JR San Jose<br>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: 27 November 2024

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.2024-031 dated 22 November 2024, the Philippine Embassy in Tokyo is awarding the following procurement to Shoyo Co. Ltd.:

| Product/Service                                              | Total Cost (inclusive of taxes and other lawful charges)            |
|--------------------------------------------------------------|---------------------------------------------------------------------|
| Procurement for the General Cleaning of the Embassy Chancery | Seven Hundred Fifty-Nine Thousand Japanese Yen Only (JPY759,000.00) |

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. Nobuhiro Ishibashi**  
Maintenance Division Manager  
Shoyo Co. Ltd.  
Tokyo, Japan

## NOTICE OF AWARD

Date: 27 November 2024

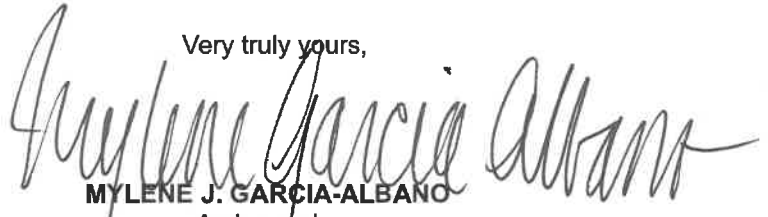
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**Mr. Nobuhiro Ishibashi**  
Maintenance Division Manager  
Shoyo Co. Ltd.  
Tokyo, Japan

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| Consul MJB Ramirez<br>BAC Vice Chairperson       |  |
| Consul JKE Bolante<br>BAC Member                 |  |
| Consul AC Malasig<br>BAC Member                  |  |
| Consul DAR Artates<br>BAC Member                 |  |
| Consul and AO FG Quintin<br>BAC Secretariat Head |  |
| CO JC Disomimba<br>BAC Secretariat, Member       |  |
| PO JR San Jose<br>BAC Secretariat, Member        |  |

発 注 書

株式会社ショーヨー 御中

発注日 2024年12月2日

下記のとおり、発注致します。

件名 各種クリーニング  
納期 2025年1月末日  
納品場所 フィリピン共和国大使館  
支払条件

駐日フィリピン共和国大使館  
〒106-8537  
東京都港区六本木5-15-5  
代表：ミレーン・J・ガルシア＝アルバノ  
TEL：03-5562-1600  
担当：神園楓

合計 759,000 円 (税込)

| 名称                                             | 仕様・規格                                                                                                   | 数量 | 単位  | 単価      | 金額      |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------|----|-----|---------|---------|
| 1 多目的ホール                                       | 床洗浄ワックス                                                                                                 | 1  | 式   | 80,000  | 80,000  |
|                                                | 壁面清掃および消臭剤噴霧                                                                                            | 1  | 式   | 150,000 | 150,000 |
| 2 バントリー                                        | 床洗浄                                                                                                     | 1  | 式   | 15,000  | 15,000  |
|                                                | 壁面清掃および消臭剤噴霧                                                                                            | 1  | 式   | 45,000  | 45,000  |
| 3 壁面クリーニング                                     | 1F エントランス・通路・小会議室①②<br>各事務室（親光・労働・会計・武官）<br>大使室・会議室・秘書室・公使室<br>労働省・文科省<br>B1F 階段室・経済部・領事事務室<br>階段前室・トイレ | 1  | 式   | 360,000 | 360,000 |
| 壁面素材<br>・油性ペンキ・水性ペンキ<br>・クロス（ビニール・<br>パーテーション） |                                                                                                         |    |     |         |         |
| 4 諸経費                                          |                                                                                                         | 1  | 式   | 40,000  | 40,000  |
|                                                |                                                                                                         | 1  | 式   |         |         |
|                                                |                                                                                                         | 1  | 式   |         |         |
|                                                |                                                                                                         | 1  | 式   |         |         |
|                                                |                                                                                                         |    | 小計  |         | 690,000 |
|                                                |                                                                                                         |    | 消費税 |         | 69,000  |
|                                                |                                                                                                         |    | 合計  |         | 759,000 |

備考

12月8日（日）多目的ホールおよびバントリー  
12月15日（日）各部屋の壁面清掃  
1月18日（土）ガラス清掃  
1月26日（日）予備日  
上記の日程を特別清掃日として設けていますが、変更等ございましたらお知らせいただけますと幸いです。  
どうぞよろしくお願いいたします。

駐日フィリピン大使館共和国 御中

貴館に対し、上記の通り業務を受注致します。

〒155-0033 東京都世田谷区代田6-34-17-3F

株式会社 ショーヨー

TEL03-5738-7922 FAX03-5738-7923

## Purchase Order (Agreement)

Shoyo Co. Ltd

Order Date 2 December 2024

We received the following order.

Subject General Cleaning  
Due By end of January 2025  
Location Embassy of the Republic of the Philippines  
Payment

Embassy of the Republic of the Philippines  
5-15-5 Roppongi, Minato-ku, Tokyo  
106-8537  
Representative: Amb. Mylene Garcia-Albano  
TEL : 03-5562-1600  
PIC : Kaede Kamizono

EMBASSY

Total ¥ 759,000 (tax inc.)

|   | Name                                                              | Dertais                                                                     | Qty | Unit | Price           | Total   |
|---|-------------------------------------------------------------------|-----------------------------------------------------------------------------|-----|------|-----------------|---------|
| 1 | Multipurpose Hall                                                 | Floor cleaning wax                                                          | 1   | Set  | 80,000          | 80,000  |
|   |                                                                   | Wall cleaning and deodorant spraying                                        | 1   | Set  | 150,000         | 150,000 |
| 2 | Pantry                                                            | Floor cleaning                                                              | 1   | Set  | 15,000          | 15,000  |
|   |                                                                   | Wall cleaning and deodorant spraying                                        | 1   | Set  | 45,000          | 45,000  |
| 3 | Walls Cleaning                                                    | 1F Entrance, corridor, small meeting room①②                                 | 1   | Set  | 360,000         | 360,000 |
|   |                                                                   | Each office (Tourism, Labor, Agriculture, Defense)                          |     |      |                 |         |
|   | Wall Styles*                                                      | Ambassador's Office, Conference Room, Secretary's Office, Minister's Office |     |      |                 |         |
|   | • oil-based paint • water-based paint • cloth (cloth / partition) | Labor, Agriculture                                                          |     |      |                 |         |
|   |                                                                   | B1F Staircase, Economic, Consular                                           |     |      |                 |         |
|   |                                                                   | Stairway front room and toilet                                              |     |      |                 |         |
| 4 | Miscellaneous expenses (disposable items)                         |                                                                             | 1   | Set  | 40,000          | 40,000  |
|   |                                                                   |                                                                             |     |      |                 |         |
|   |                                                                   |                                                                             |     |      |                 |         |
|   |                                                                   |                                                                             |     |      |                 |         |
|   |                                                                   |                                                                             |     |      | Subtotal        | 690,000 |
|   |                                                                   |                                                                             |     |      | Consumption Tax | 69,000  |
|   |                                                                   |                                                                             |     |      | TOTAL           | 759,000 |

### NOTES

December 8th (Sun) Multipurpose hall and pantry  
December 15th (Sun) Cleaning walls in each room  
January 18th (Sat) Cleaning glass  
January 26th (Sun) Reserve day

The above dates have been set aside as special cleaning days, but we would appreciate it if you would let us know if there are any changes.

Thank you for your cooperation.

3F, 6-34-17 Daita, Setagaya-ku, Tokyo  
SHOYO LTD  
TEL 03-5738-7922  
FAX 03-5738-7923

COMPANY



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

**NOTICE TO PROCEED**

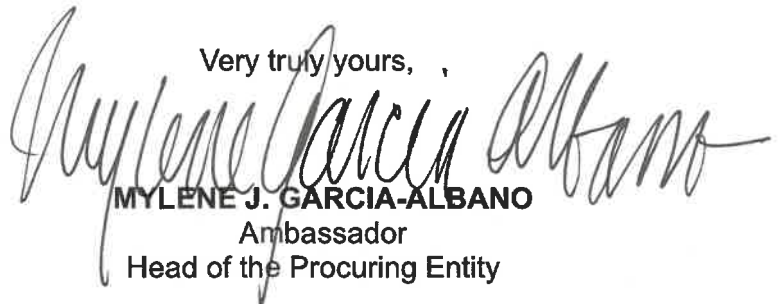
Date: 26 November 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 27 November 2024, issued by the Philippine Embassy in Tokyo, **Shoyo Co. Ltd.** is hereby engaged to provide the general cleaning of the Embassy Chancery, for the total amount of **Seven Hundred Fifty-Nine Thousand Japanese Yen Only (JPY759,000.00)**, inclusive of taxes and other lawful charges.

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

Very truly yours, ,



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