



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. 2023-011

RESOLUTION RECOMMENDING, BY REFERENDUM, TO THE HEAD OF POST OF THE PHILIPPINE EMBASSY IN TOKYO, JAPAN TO RESORT TO THE MODE OF PROCUREMENT UNDER GPPB RESOLUTION NO. 28-2017 DATED 31 JULY 2017, AND THE AWARD TO NEW OTANI HOTEL FOR THE LEASE OF VENUE AND FOOD CATERING FOR THE CELEBRATION OF 56th ASEAN DAY AND 50th ANNIVERSARY OF ASEAN-JAPAN RELATIONS TO BE HELD ON 15 AUGUST 2023.

WHEREAS, the Philippine Embassy in Tokyo (Tokyo PE) in cooperation with the National Commission for Culture and the Arts (NCCA) will host a reception for the 56th ASEAN Day Celebration which also marks the 50th anniversary of ASEAN-Japan Relations on 15 August 2023;

WHEREAS, Post intends to lease a venue with food catering for 120 people from 6:00pm to 8:00pm on 15 August;

WHEREAS, the planning and arrangement of the reception for the ASEAN Day and ASEAN-Japan Celebration is included in Post's Project Procurement Management Plan (PPMP);

WHEREAS, it intends to use the approved budget of **Two Million Four Hundred Thousand Japan Yen (¥2,400,000)**, chargeable against NCCA funds;

WHEREAS, Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act* and its Implementing Rules and Regulations prescribe for the modernization, standardization and regularization of the procurement of the government;

WHEREAS, CIR-397-BAC-2018 dated 15 February 2018 and CIR-2354-OUA-2019 dated 15 October 2019 provided GPPB Resolution No. 28-2017 dated 31 July 2017, prescribing guidelines for overseas procurement of goods and services, infrastructure and consulting services;

WHEREAS, under the same resolution, Foreign Service Posts will not be required to post their procurement activities in the PHILGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, the requirement of advertisement of procurement projects through newspapers was dispensed, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

WHEREAS, under the GPPB Resolution No. 28-2017, procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out three (3) requests for quotations (RFQ) to at least three suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

WHEREAS, for the procurement of lease of venue and food catering for the 56th ASEAN Day Celebration on 15 August 2023 for 120 persons, the Philippine Embassy requested quotations from three (3) service providers, namely, Imperial Hotel, Meiji Kinenkan and Hotel New Otani;

WHEREAS, out of the three companies, Hotel New Otani responded and submitted the lowest calculated responsive quotation of **Two Million One Hundred Seventy Six Thousand Five Hundred Yen (¥2,176,500)** for the lease of venue and food catering on 15 August 2023;

WHEREAS, the BAC conducted due diligence inquiries on the submission of Hotel New Otani and found that its quotation is responsive to BAC's RFQ and that the company is found to be technically, legally, and financially capable supplier;

NOW, THEREFORE, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to:

RECOMMEND, by referendum, to the Head of the Procurement Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to **the mode of procurement under GPPB Resolution No. 28-2017 dated 31 July 2017, the award of the Contract to Hotel New Otani for the lease of venue and food catering for 120 persons for the 56th ASEAN Day and 50th Anniversary ASEAN-Japan Celebration, for the total amount of Two Million One Hundred Seventy Six Thousand Five Hundred Yen (¥2,176,500).**

Adopted this 11th day of August 2023 in Tokyo, Japan.


ROBESPIERRE L. BOLIVAR
Chairperson


EVANGELINE T. ONG JIMENEZ-DUCROCQ
Vice Chairperson


CHARMAINE A. SERNA-CHUA
Member


MARY JOY B. RAMIREZ
Member


JAN KENNETH T. BOLANTE
Member

Approved:


MYLENE J. GARCIA-ALBANO
Ambassador

Head of the Procuring Entity
Date Approved: 11 August 2023



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NOTICE OF AWARD

Date: 13 August 2023

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.2023-011 dated 13 August 2023, the Philippine Embassy in Tokyo is awarding to **Hotel New Otani**, the contract for the procurement of a venue with food catering for the celebration of 56th ASEAN Day and 50th Anniversary of ASEAN-Japan Relations to be held on 13 June 2023 **for the total amount of Two Million One Hundred Seventy Six Thousand Five Hundred Yen (¥2,176,500)** only inclusive of taxes and other lawful charges, subject to the Department of Foreign Affairs' existing accounting and auditing requirement and subject to the signing of the Contract.

Very truly yours,

MYLENE J. GARCIA-ALBANO

Ambassador

Head of the Procuring Entity

MR. TAISUKE KANO

Director, Room Sales Department

New Otani Tokyo, Ltd.

4-1 Kioi-cho, Chiyoda-ku, Tokyo, Japan

Tel: 03-3265-1111



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NOTICE TO PROCEED

Date: 14 August 2023

Sir:

Please be informed that pursuant to the Notice of Award dated 13 August 2023 issued by the Philippine Embassy in Tokyo, **Hotel New Otani** is hereby given this **Notice to Proceed** for the lease of a venue and food catering for the celebration of 56th ASEAN Day and 50th Anniversary of ASEAN-Japan Relations to be held on 15 August 2023 for the total amount of **Two Million One Hundred Seventy Six Thousand Five Hundred Yen (¥2,176,500)** only inclusive of taxes and other lawful charges.

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

Very truly yours,

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

MR. TAISUKE KANO

Director, Room Sales Department
New Otani Tokyo, Ltd.
4-1 Kioi-cho, Chiyoda-ku, Tokyo, Japan
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