



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. 2024-042

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 HOTEL OKURA TOKYO CO. LTD. FOR THE PROCUREMENT FOR THE LEASE OF VENUE FOR THE TEAM BUILDING ACTIVITY AND YEAR-END PLANNING CONFERENCE FOR THE EMBASSY

WHEREAS, the Philippine Embassy conducts an annual Team Building Activity and Year-End Planning Conference to keep track of its accomplishments for the calendar year and to have a planning conference for its proposed activities and projects for the upcoming calendar year for Embassy personnel and for attached agencies;

WHEREAS, the Philippine Embassy requires the lease of a proper venue from a hotel or reception area which can serve as a meeting place for its Team Building Activity and Year-End Planning Conference, as the Embassy Chancery and the Ambassador's Residence currently does not have any rooms or areas which can fully accommodate the Embassy personnel and the members of the attached agencies;

WHEREAS, the procurement for the Team Building Activity and Year-End Planning Conference, with an Approved Budget for the Contract (ABC) of **Three Million Japanese Yen (JPY3,000,000.00)** is included in Post's Supplemental Annual Procurement Plan for 2024, chargeable against its General Fund – Maintenance and Other Operating Expenses (MOOE);

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;

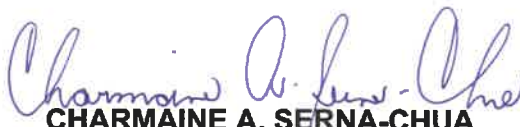
WHEREAS, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, and the requirement of advertisement of procurement projects 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;

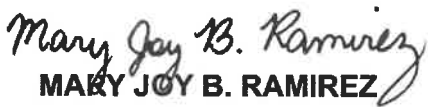
WHEREAS, for the procurement for the Team Building Activity and Year-End Planning Conference, the Philippine Embassy requested quotations from reputable companies in Japan, namely Hotel Okura Tokyo Co. Ltd., the Grand Hyatt Tokyo and the Hotel New Otani Tokyo;

WHEREAS, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Hotel Okura Tokyo Co. Ltd. submitted the single lowest and responsive quotation** in the amount of **Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only (JPY2,832,000.00)**; while both the Grand Hyatt Tokyo and the Hotel New Otani Tokyo responded that all reception venues in their hotels are fully booked on the desired dates (either 13 or 16 December 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 lease of venue for the Team Building Activity and Year-End Planning Conference for the Embassy, to **Hotel Okura Tokyo Co. Ltd.**, in the total amount of **Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only (JPY2,832,000.00)**, including taxes and other lawful charges.

Adopted this 18th 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

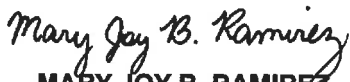
Head of the Procuring Entity

Date Approved: 18 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 lease of venue for the Team Building Activity and Year-End Planning Conference for the Embassy, to **Hotel Okura Tokyo Co. Ltd.**, in the total amount of **Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only (JPY2,832,000.00)**, including taxes and other lawful charges.

Adopted this 18th 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: 18 November 2024

NAME	INITIALS
Consul AO FG Quintin BAC-Secretariat, Head	
CO JC Disomimba BAC Secretariat, Member	
PO 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: 21 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.2024-042 dated 18 November 2024, the Philippine Embassy in Tokyo is awarding the following procurement to Hotel Okura Tokyo Co. Ltd.:

Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the Lease of Venue Team Building Activity and Year-End Planning Conference for the Embassy	Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only <u>(JPY2,832,000.00)</u>

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. Paul Sambu
Senior Sales Manager
Hotel Okura Tokyo Co. Ltd.
Tokyo, Japan

NOTICE OF AWARD

Date: 21 November 2024

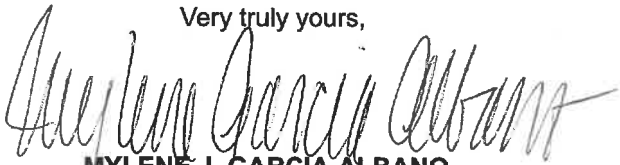
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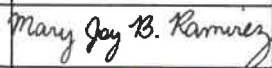
Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the Lease of Venue for the Team Building Activity and Year-End Planning Conference for the Embassy	Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only <u>(JPY2,832,000.00)</u>

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. Paul Sambu
Senior Sales Manager
Hotel Okura Tokyo Co. Ltd.
Tokyo, Japan

NAME	INITIALS
DCM CA Serna-Chua BAC Chairperson	
Consul MJB Ramirez BAC Vice Chairperson	
Consul JKE Bolante BAC Member	
Consul AC Malasig BAC Member	
Consul DAR Artates BAC Member	
Consul and AO FG Quintin BAC Secretariat Head	
CO JC Disomimba BAC Secretariat, Member	
PO JR San Jose BAC Secretariat, Member	



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NOTICE TO PROCEED

Date: 3 December 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 21 November 2024, issued by the Philippine Embassy in Tokyo, **Hotel Okura Tokyo Co. Ltd.** is hereby engaged to provide the Procurement for the Lease of Venue for the Team Building Activity and Year-End Planning Conference for the Embassy, for the total amount of **Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only** (**JPY2,832,000.00**), 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,

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

Mr. Paul Sambu
Senior Sales Manager
Hotel Okura Tokyo Co. Ltd.
Tokyo, Japan

NOTICE TO PROCEED

Date: 3 December 2024

Sir:

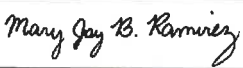
Please be informed that pursuant to the Notice of Award dated 21 November 2024, issued by the Philippine Embassy in Tokyo, **Hotel Okura Tokyo Co. Ltd.** is hereby engaged to provide the Procurement for the Lease of Venue for the Team Building Activity and Year-End Planning Conference for the Embassy, for the total amount of **Two Million Eight Hundred Thirty-Two Thousand Japanese Yen Only (JPY2,832,000.00)**, 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,


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

Mr. Paul Sambu
Senior Sales Manager
Hotel Okura Tokyo Co. Ltd.
Tokyo, Japan

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