



**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. 2023-003A**

**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 FOR THE PROCUREMENT OF SERVICES OF A CHEF FOR PREPARATION OF FILIPINO DISHES AND DRINKS ON 25 APRIL 2023 IN RELATION TO THE CELEBRATION OF FILIPINO FOOD MONTH 2023 AND THE AWARD TO CHEF MAREVE INOMATA FOR THE PROCUREMENT OF THE REQUIRED SERVICE**

**WHEREAS**, the Philippine Embassy intends to hold a project entitled “**Special Filipino Food Month 2023**” at the Multi-Purpose Hall of the Chancery on 25 April 2023;

**WHEREAS**, the Philippine Embassy intends to procure the services of a Chef who can develop and submit recipes for twelve (12) Filipino dishes and three (3) drinks that will form part of the menu to be served at the Special Filipino Food Month 2023;

**WHEREAS**, the contracting of said services is under Cultural Activities for the Philippine Food Fair which is included in the Procuring Entity’s Annual Procurement Plan and the funding for the services shall be chargeable against FY 2023 MOOE of Post;

**WHEREAS**, it intends to use the approved budget in the amount of **Two Hundred Fifty Thousand Japanese Yen (¥250,000)**, chargeable against FY 2023 MOOE of Post;

**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 such service, the Philippine Embassy requested quotations from three (3) service providers, namely, Chef Leo Hermosa, Chef Mareve Inomata and Chef Loida Ozaki;

**WHEREAS**, out of the three service providers, Chef Mareve Inomata responded and submitted the lowest calculated responsive quotation of **Two Hundred Fifty Thousand Japanese Yen (¥250,000)** for the development and preparation of 12 Filipino dishes and 3 drinks good for fifty (50) people on 25 April 2023;

**WHEREAS**, the BAC conducted due diligence inquiries on the submission of Chef Inomata 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 Chef Mareve Inomata for the procurement of services for the preparation of twelve (12) Filipino dishes and three (3) drinks in celebration of the Special Filipino Food Month on 25 April 2023 for 50 persons, in the amount of Two Hundred Fifty Thousand Japanese Yen (¥250,000).**

**Adopted** this 13<sup>th</sup> day of April 2023, Tokyo, Japan.

  
**ROBESPIERRE L. BOLIVAR**  
Chairperson

**EVANGELINE T. ONG JIMENEZ-DUCROCQ**  
Vice Chairperson

**CHARMAINE A. SERNA-CHUA**  
Member

**JAN KENNETH E. BOLANTE**  
Member

**MARY JOY B. RAMIREZ**  
Member

**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity  
Date Approved: 13 April 2023



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**NOTICE OF AWARD**

Date: 14 April 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.2023-003A dated 13 April 2023, the Philippine Embassy in Tokyo is **awarding to Chef Mareve Inomata the contract for the procurement of services for menu creation and food preparation for 50 pax in celebration of the Filipino Food Month on 25 April 2023, for the total amount of Two Hundred Fifty Thousand Japanese Yen (¥250,000) 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,

A handwritten signature in black ink, reading "Mylene Garcia Albano".

**MYLENE J. GARCIA-ALBANO**  
Ambassador

Head of the Procuring Entity

**MS. MAREVE INOMATA**

Chef

Tokyo Musashino Shi Nakacho 1-19-8

City Heights Musashino

Tel. No. 0422-43-8370



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**NOTICE TO PROCEED**

Date: 15 April 2023

Sir:

Please be informed that pursuant to the Notice of Award dated 13 April 2023 issued by the Philippine Embassy in Tokyo, Chef Mareve Inomata is hereby given this **Notice to Proceed** for the procurement of **services for menu creation and food preparation for 50 pax in celebration of the Filipino Food Month on 25 April 2023, for the total amount of Two Hundred Fifty Thousand Japanese Yen (¥250,000)** 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

**MS. MAREVE INOMATA**

Chef

Tokyo Musashino Shi Nakacho 1-19-8  
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17 April 2023

**MS. MAREVE INOMATA**  
Chef

**Letter of Agreement**

Dear Chef Inomata,

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of your services as **Chef** for the project **Special Filipino Food Month 2023 Celebration** of the Philippine Embassy in Tokyo, Japan. The Special Filipino Food Month 2023 Celebration will be held at the Main Hall of the Philippine Embassy in Tokyo on 25 April 2023 from 6:00 to 7:00 P.M. 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 **Two Hundred Fifty Thousand Yen (JPY 250,000.00)** only to cover the fees of Chef Inomata as Chef to provide the deliverables / services enumerated in the conditions stated below.
- Directly release the full amount to Chef Inomata within 15 working days after implementation of activity. This is subject to Chef Inomata'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
- Send a proof of deposit/remittance of the payment to the Chef Consultant

**Chef Mareve Inomata, Chef, shall provide the following deliverables / services:**

- Research and Development of Filipino Dishes for consideration and approval of Tokyo PE based on the specific theme of the celebration;
- Creation and submission of recipes for 12 Filipino Dishes and 3 drink recommendations that will form part of the menu served at the Special Filipino Food Month 2023;
- Preparation of all 12 Filipino Dishes and 3 drinks good for 50 people on 25 April 2023;
- Coordination with Tokyo PE during the development of dishes and beverages, and finalization of the dishes to be included in the menu;
- Attend meetings in relation to the Special Filipino Food Month 2023;
- Provide assistance to Tokyo PE in all activities in relation to Special Filipino Food Month 2023;
- For processing of payment, submit the following information and documents to Tokyo PE within 15 working days after implementation of activity:
  - a. Tax Identification Number;
  - b. Photocopy of bank account (passbook or ATM) or bank details necessary for remittance
  - c. Signed Letter of Agreement;
- Send an acknowledgement receipt of payment signed by the Chef Inomata;


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. MAREVE INOMATA**  
Chef