



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

REQUEST FOR QUOTATION/PROPOSAL

The Embassy of the Philippines in Tokyo, Japan, through the authorized appropriations in the Fiscal Year (FY) 2024 General Appropriations Act (GAA), and chargeable against the Embassy's General Fund – Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)**, being the Approved Budget for the Contract (ABC) for the annual maintenance of the pond at the Official Residence, for the service period of December 2024 to December 2025.

Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Annual Maintenance of the Pond at the Official Residence

Location : Koi Pond in Front of the Cascading Fountain at the Inner Garden at the Official Residence of the Philippine Ambassador, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071

Specifications : *(Please see attached Annex "A" for complete requirements)*

Approved Budget : One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **16 December 2024** (Japan Standard Time). Open quotations/proposals may be submitted in person or through fax at 03-5562-1603.

The Embassy reserves the right to accept or reject any quotation, to annul the proposal process, and to reject all quotations/proposals at any time prior to contract award without thereby incurring any liability to the affected supplier or suppliers.

For inquiries, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Ms. FATIMA G. QUINTIN 

Consul, Administrative Officer and Head, BAC Secretariat

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

Tel.: (03) 5562-1600 local 121

Email: admin.section@philembassy.net

05 November 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified landscaping company/service provider which can provide the annual maintenance of the pond at the Official Residence, for the service period of December 2024 to December 2025.

I. Description

Annual maintenance of the pond at the Official Residence, for the service period of December 2024 to December 2025.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)**.

III. Deliverables

The company/supplier shall be a qualified service provider / company that is capable of providing annual maintenance of the pond at the Official Residence, for the service period of December 2024 to December 2025, with the following specifications and inclusions:

- A) The koi pond located in front of the Cascading Fountain at the inner garden of the Official Residence shall be the service area;
- B) The company shall ensure that the necessary cleanliness and PH levels in the water are maintained;
- C) The company shall ensure that the filtration system in the koi pond is in good working condition;
- D) The company shall ensure that the water levels necessary for the koi fish in the pond are maintained;
- E) The company shall provide its own supplies necessary for the cleaning and maintenance of the pond;
- F) Maintenance workers shall take care not to disturb or harm the koi fish kept in the garden ponds during gardening work;
- G) Maintenance workers shall take care of the proper waste disposal of plants, flowers and other rubbish generated from the gardening work;
- H) Maintenance workers shall ensure that there are no permanent or lasting alterations to the grounds or garden areas of the Official Residence, including the accessories and fixtures found therein, in light of its status as a National Historical Landmark in the Philippines; and
- I) Maintenance workers, through the company, shall submit regular maintenance reports to the Embassy.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including delivery).

V. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable, and responsive quotation/offer.

The Philippine Embassy reserves the right to accept or reject any quotation, and to reject all quotations at any time prior to award of contract, without incurring any liability to the affected company/supplier.

VI. Terms of Payment

Payment shall be made after the complete delivery and inspection of the materials and work and upon receipt of the invoice by the Finance Section of the Philippine Embassy.

PRICE QUOTATION FORM

[DATE]

Philippine Embassy
5-15-5 Roppongi, Minato-ku
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the general conditions, I/we quote on the item/s at price/s noted below (in the Request for Quotation), hereunder is our quotation/s for the item/s as follows:

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Annual maintenance of the pond at the Official Residence, for the service period of December 2024 to December 2025.			

(Amount in words) _____
_____.

The above-quoted prices are inclusive of all costs, including driver's wage, toll fees, fuel, and applicable taxes, and I undertake to perform said service and/or deliver said service at the above specified address on the abovementioned dates.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details