



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 Republic of the Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through its funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Five Hundred Thousand Japanese Yen (JPY500,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of card with envelope sets and gold seals.

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

Name of Project : Card with Envelope Sets and Gold Seals

Location : Embassy of the Republic of the Philippines, 5-15-5 Roppongi Minato-ku, Tokyo, Japan 106-8537

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

Approved Budget : Five Hundred Thousand Japanese Yen (JPY500,000.00)

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 **24 April 2025** (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.



Mr. MARX IAN A. RULLODA

Vice 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

04 April 2025, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified supplier which can provide for card with envelope sets and gold seals.

I. Description

The Embassy requires services of a qualified supplier which can provide card with envelope sets and gold seals.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Thousand Japanese Yen (JPY500,000.00)**.

III. Deliverables

The service provider shall be a qualified supplier that is capable of providing customization services for card with envelope sets and gold seals, with the following specifications and inclusions:

A. Card with Envelope Sets

- Dimensions - 109x161mm and 120x176mm;
- Color – cream or off-white;
- Units – 2,000 pieces total, with breakdown as follows:
 - a) 109x161mm – 1,000 pieces;
 - b) 120x176 – 1,000 pieces;
- Contents of Card – shall contain the following details:
 - c) Official Seal of the Embassy of the Republic of the Philippines in Tokyo, Japan;
 - d) Message – “With the compliments of the Ambassador of the Republic of the Philippines, Tokyo”;
- Special instructions – use of the Official Seal shall be limited only for purposes of preparing the cards, and service provider shall completely delete the soft copy of the Official Seal from its files after the completion of the Project;

B. Gold Seals

- Dimensions – length 15cm x width 12cm x height 1cm;
- Color – gold;
- Units – 10,000 pieces;
- Material – miracoat, gold foil;
- Edge – serrated;
- Special instructions – with adhesive coating at back of gold seals;

C. Packaging

- Purchase price shall include packaging and preparation of items; and

D. Design

- Supplier agrees to coordinate with the Embassy for the finalization of card design specifications prior to final printing.

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 Lot	Procurement of card with envelope sets and gold seals			

(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