



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) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund under its Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)** only, being the Approved Budget for the Contract (ABC) for the procurement of catering services for the Opening Ceremony of the Philippine Festival Tokyo 2026.

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

- Name of Project** : Catering Services for the Opening Ceremony of the Philippine Festival Tokyo 2026
- Location** : Park Grounds, Yoyogi Park, 2-1 Yoyogikamizonochō, Shibuya, Tokyo 151-0052
- Specifications** : *(Please see attached Annex "A" for complete requirements)*
- Approved Budget** : Not to exceed Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00) only, including taxes and applicable charges

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

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **23 October 2026** (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, the Philippine Embassy may be reached at telephone number: 03-5562-1600.

Ms. IHNA ALYSSA MARIE O. SANTOS
Third Secretary and Vice Consul
Head, BAC Secretariat
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Tel.: (03) 5562-1600 local 152
Email: admin.section@philembassy.net

14 October 2026

ANNEX A

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified service provider for the procurement of Catering Services for the Opening Ceremony of the Philippine Festival Tokyo 2026 (project).

I. Description

The Embassy requires services of a qualified catering company or restaurant capable of providing catering services for the Opening Ceremony of the Philippine Festival Tokyo 2026. The objective of the Project is to provide refreshments to festival participants and engage in cultural diplomacy, by promoting a menu highlighting Philippine bananas and popular Christmas dishes.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Thirty Thousand Japanese Yen (JPY530,000.00)**.

III. Deliverables

The service provider shall be a qualified catering company or restaurant which is capable to provide the following specifications and inclusions:

Project Title	Procurement of Catering Services for the Opening Ceremony of the Philippine Festival Tokyo 2026
Event Date	28 November 2026
Venue	Park Grounds, Yoyogi Park, 2-1 Yoyogikamizonochō, Shibuya, Tokyo 151-0052
No. of Pax	Catering for one hundred (100) pax
Requirements	1. Reception service to begin at 10:30 am at the designated venue - Yoyogi Park, Park Grounds; 2. Submission of proposed menu and options to the Embassy at least thirty (30) days before the event; 3. Menu to consist of at least three (3) savory dishes, and two (2) desserts; 4. Menu to feature food items that will promote Philippine cuisine and Philippine products, especially bananas, and popular Christmas dishes; 5. Food preparation to be <i>halal</i> for the non-pork items; 6. On-site food setup and arrangement;

	7. Provision of containers for the dishes to be served, including disposable cups, utensils (spoons and forks), tissues/napkins, etc.; 8. Provision of drinks during the event (i.e. wine, cola, orange juice, cold tea, including hot coffee and tea) and containers for the drinks; 9. Provision of identification labels for the dishes, with specifics on key ingredients; 10. Provision of food containers for leftovers; 10. Catering service to include complete food preparation, transportation to the event venue, and professional fees of the caterer, catering personnel, and servers; and 11. Cleaning and proper waste disposal of catering items from the event and preparation area.
Coordinator	The Caterer shall appoint a point person who shall manage communications with the Embassy for the catering service.

IV. Pricing

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

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 catering services for the Opening Ceremony of the Philippine Festival Tokyo 2026			

(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