



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) 2024 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 **Fifteen Million Philippine Pesos (PHP15,000,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of consultancy services for the Kudan Redevelopment Project.

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

Name of Project : Consultancy Services for the Kudan Redevelopment Project

Location : Official Residence of the Philippine Ambassador to Japan, otherwise known as the "Kudan", 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071

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

Approved Budget : Thirty-Nine Million Five Hundred Thousand Japanese Yen (JPY39,500,000.00)

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

Payment shall be converted to Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **6 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

29 October 2024

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified architectural firm which is capable of providing consultancy services for the Kudan Redevelopment Project (Project).

I. Description

The Embassy requires services of a qualified architectural firm which is capable of providing consultancy services for the Project. The consultant must have design, project scheduling and surveying experience that will provide design inputs, design review and surveying services for the redevelopment of the Kudan, so that a shovel-ready plan can be formulated to enable the Embassy to apply for a Multi-Year Contractual Authority for FY 2025 onwards. The firm must be able to preserve the main design elements of the property, in line with its status as a National Historical Landmark, while ensuring that the property has seismic structural integrity. The firm must also integrate Philippine design elements into the Project.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Thirty-Nine Million Five Hundred Thousand Japanese Yen (JPY39,500,000.00)**.

III. Deliverables

The Kudan Redevelopment Project shall be awarded to a qualified architectural consultancy firm, with the following specifications and inclusions:

A. Plans for the renovation and retrofitting work for the Main Residence Building:

- Non-structural repairs and renovation of the entire area;
- Basement renovation that would include ascertaining that carbon monoxide and other harmful chemicals are not present in the area;
- Electrical, lighting and plumbing work (including upgrading of pipework);
- Interior design and finishing works;
- Plans for mold and mildew removal, and pest control work; and
- Improvement of ventilation and modernization.

B. Designs for a multi-floor and multi-purpose Annex Building with installation of furniture and furnishings in the multi-purpose rooms and a restaurant-grade kitchen;

C. Plan and design for a separate driveway for guests of the Annex Building;

D. Plan for the renovation of cascading fountain, fishpond and Japanese shrine re-location, mindful of religious considerations on the latter;

E. Plan for the landscaping of the entire gardens and plans on how to conceal the Chauffeur's Residence;

F. Conformity of redevelopment plan with Japanese building regulations/ codes, Fire Safety and specifically the area where the Kudan is located, in light of PAE's recommendations under the 2023 Final Report for the Kudan's Seismic Structural Analysis prepared by PAE Design and Facility Management;

G. Incorporation of Philippine elements in the redevelopment plan and proposed designs;

H. Incorporation of “green architecture” or environment-friendly and efficient renovation and construction processes and materials in the design and architectural process; and

I. Plan and design for other additional renovation and redevelopment work, as seen fit during the project period.

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 consultancy services for the Kudan Redevelopment Project			

(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