



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 under the General Appropriations Act and chargeable against Post's MOOE, intends to apply the sum of **Six Million Seven Hundred Thousand Japanese Yen (JPY6,700,000)**, being the Approved Budget for the Contract (ABC) for the procurement of a hotel venue and food catering service for four hundred (400) guests. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Philippine National Day Reception on 12 June 2023
Location : Tokyo, Japan
Specification : *(Please see attached Annex "A" for complete requirements)*
Approved Budget : **Six Million Seven Hundred Thousand Japanese Yen (JPY6,700,000)**

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 6PM of 15 May 2023 (Japan 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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mr. ANWAR M. ITO
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

1 May 2023, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure a hotel venue and food catering for the Philippine National Day Reception for the Japanese government officials, diplomatic corps and other stakeholders in celebration of the 125th Philippine Independence Day on 12 June 2023.

I. Description

Procurement of hotel venue and food catering service for the Philippine National Day Reception

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed Six Million Seven Hundred Thousand Japanese Yen (JPY6,700,000).

III. Deliverables

The company/supplier shall provide the following:

-Reception for 400 people – with buffet, audio visual equipment (screen, projector, sound system, 6 microphones), and cocktail set-up

-Waiting rooms for the VIP guests and performers and a storage room for the equipment and supplies of the performers and Exhibit Committee.

IV. Pricing

The offered quote or cost of the contract can be in Japanese Yen or Philippine Peso and inclusive of all applicable government taxes and service charge.

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 thereby incurring any liability to the affected company/supplier.

VII. Terms of Payment

Payment shall be made within seven (7) days upon delivery/completion and acceptance of the item/s under the Project.

PRICE QUOTATION FORM

1 May 2023

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	Reception for 400 people – with buffet, audio visual equipment (screen, projector, sound system, 6 microphones), and cocktail set-up	Date of Event: 12 June 2023 (Monday) Attendance for 400 pax Title of event: Philippine National Day Reception 2023		
1	Waiting rooms for the VIP guests and performers and a storage room for the equipment and supplies of the performers and Exhibit Committee.			

(Amount in words) _____

The above-quoted prices are inclusive of all costs, service charge and applicable taxes, and I undertake to perform said service and/or deliver said goods at the above specified address on **12 June 2023**.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details