



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 FY 2024 General Appropriations Act, and chargeable against Post's Capital Outlay (CO), intends to apply the sum of **Nine Million Japanese Yen (JPY9,000,000)**, the Approved Budget for the Contract (ABC) for the installation of additional air conditioning units at the five (5) rooms of the Official Residence of the Ambassador, which is located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : **Installation of Additional Air Conditioning Units at the Five (5) Rooms of the Official Residence of the Ambassador**

Location : **1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan**

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

Approved Budget : **Nine Million Japanese Yen (JPY9,000,000)**

Interested contractors are required to submit their duly signed Price Quotation Form (Annex "A") **with detailed cost breakdown**. Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 25 April 2024 (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 procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

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

ALVIN C. MALASIG

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 March 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for installation of additional air conditioning units (AC units) at the five (5) rooms of the Official Residence of the Ambassador hereinafter referred to as the Project, from a reputable company.

I. Description/Scope of Work

The scope of work of air conditioning installation will include the assessment of appropriate AC units (i.e. horsepower, stand-alone or split type) to be installed in the identified areas, supply and testing of the aircon units in the following rooms of the Official Residence:

1. **Receiving area (102)**
2. **Diplomatic room (106)**
3. **Anteroom/Mindanao room (107)**
4. **Big guestroom (205)**
5. **Family TV room (207)**

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) shall not exceed **Nine Million Japanese Yen (JPY9,000,000)**.

III. Deliverables and Completion Schedule

The contractor is expected to deliver the following upon completion of the installation:

- Installed and tested air conditioning units in each of the five rooms
- User manuals and operating instructions for the air conditioning units
- Warranty information for the installed units

The Project must be completed within a period of three (3) months from the date of the notice to proceed.

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 any proponent.

VII. Terms of Payment

Payment shall be made within thirty (30) days upon the Embassy's acceptance of the completed project and submission of all required documents.

PRICE QUOTATION FORM

18 April 2024

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

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation :

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Installation of additional aircon units at the five (5) rooms of the Official Residence of the Ambassador	Date: To be completed by 31 July 2024		

(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 and complete the same on or before the agreed date.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details