



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 Fiscal Year (FY) 2024 General Appropriations Act (GAA), and chargeable against the Embassy's General Fund – Building Fund, intends to apply the sum of **Six Hundred Thousand Japanese Yen only (JPY600,000.00)** being the Approved Budget for the Contract (ABC) for the procurement for the Installation of Additional Electrical Outlets at the Pond Area of the Inner Garden and Repair of Lights for Room 209 at the Official Residence, for the service period of July 2024 onwards.

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

Name of Project : **Procurement for the Installation of Additional Electrical Outlets at the Pond Area of the Inner Garden and Repair of Lights for Room 209 at the Official Residence**

Location : **Garden Pond Area at the Inner Garden and at Room 209 of the Official Residence of the Philippine Ambassador, 1-1-1 Fujimi, Chiyoda-ku, Tokyo**

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

Approved Budget : **Six Hundred Thousand Japanese Yen Only (JPY600,000.00)**

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 **28 April 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

17 April 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified construction company for the procurement for the Installation of Additional Electrical Outlets at the Pond Area of the Inner Garden and Repair of Lights for Room 209 at the Official Residence, for the service period of July 2024 onwards.

I. Description

Procurement for the Installation of Additional Electrical Outlets at the Pond Area of the Inner Garden and Repair of Lights for Room 209 at the Official Residence, for the service period of July 2024 onwards

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Six Hundred Thousand Japanese Yen Only (JPY600,000.00)**.

III. Deliverables

The company/supplier shall be a qualified service provider / company that is capable of providing the installation of electrical outlets, with the following specifications and inclusions:

- A) The electrical outlets shall be for the installation of capiz lights at the trees and shrubbery at the pond area of the inner garden of the Official Residence of the Ambassador;
- B) The outlets must be capable of plugging in Philippine devices and lights (220V) or Japanese devices (100V);
- C) The repair of the lights at room 209 at the Main Residence shall be included;
- D) The installed outlets must be safe from the elements;
- E) The company/supplier must provide its own workers for the job;
- F) The company/supplier must provide a point person or site manager who shall oversee the installation and coordinate with the Embassy as needed;
- G) The company/supplier must handle the proper disposal of all waste items generated from performing the work; and
- H) The company/supplier must take care not to cause any damage or permanent alterations to the inner garden and all areas of the Official Residence, in light of its status as a National Historical Landmark.

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	Procurement for the Installation of Additional Electrical Outlets at the Pond Area of the Inner Garden and Repair of Lights for Room 209 at the Official Residence, for the service period of July 2024 onwards			

(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