



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 Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through the funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of Four Hundred Fifty Thousand Japanese Yen (JPY450,000.00), being the Approved Budget for the Contract (ABC) for the lease of a generator and gasoline refueling for the Official Residence, for the service period of 31 January to 30 April 2025.

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

Name of Project : Lease of a Generator and Gasoline Refueling for the Official Residence

Location : Residence of the Philippine Ambassador to Japan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071

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

Approved Budget : Four Hundred Fifty Thousand Japanese Yen (JPY450,000.00)

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 **13 January 2025** (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

3 January 2025, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified service provider which can provide the lease of a generator and gasoline refueling for the Official Residence of the Philippine Ambassador to Japan, otherwise known as the “Kudan”, for the service period of 31 January to 30 April 2025.

I. Description

The Embassy requires services of a qualified service provider which can provide a generator for lease and gasoline refueling for the Official Residence, for the service period of 31 January to 30 April 2025.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Four Hundred Fifty Thousand Japanese Yen (JPY450,000.00)**.

III. Deliverables

The service provider shall be a qualified company which is capable of providing a generator for lease and gasoline refueling for the Official Residence, for the service period of 31 January to 30 April 2025, with the following specifications and inclusions:

- A. **Location:** Official Residence of the Philippine Ambassador to Japan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071;
- B. **Unit:** high voltage power generator;
- C. **Voltage:** capable of producing 35,000V to 100,000V;
- D. **Lease Period:** commencing from 31 January to 30 April 2025;
- E. **Fuel:** gasoline or diesel compatible with the generator unit provided;
- F. **Language Specifications:** preferably with English instructions or manual – if not possible, provision of instructions or manual in Japanese for translation;
- G. **Installation and Delivery:** included in the price;
- H. **Installation Areas:** connections between the high voltage power generator and the Main Residence of the Kudan;
- I. **Warranties:** contractor shall ensure that the high voltage power generator is in good working condition and fit for the purposes to which it is intended, and is free from any damage or hidden defects; and
- J. **Replacement Unit:** should the leased unit malfunction during the lease period, through no fault of the Embassy or its employees or residents of the Kudan, the service provider undertakes to provide a replacement unit.

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 Lot	Procurement for the lease of a generator and gasoline refueling for the Official Residence, for the service period of 31 January to 30 April 2025			

(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