



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 through its funds for Representation Allowance, intends to apply the sum of **One Million Japanese Yen (JPY1,000,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the lease of heaters for the event Philippine Festival Tokyo 2024, from 7 to 8 December 2024.

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

Name of Project : Procurement for the Lease of Heaters for the Event "Philippine Festival Tokyo 2024"

Location : Philippine Festival Tokyo 2024 Event Venue, at Yoyogi Park, 2-1 Yoyogikamizoncho, Shibuya, Tokyo 151-0052

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

Approved Budget : One Million Japanese Yen (JPY1,000,000.00)

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 **25 November 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

05 November 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 company which can provide the lease of heaters for the event "Philippine Festival Tokyo 2024", from 7 to 8 December 2024.

I. Description

The Embassy requires services of a qualified company which can provide the lease of heaters for the event "Philippine Festival Tokyo 2024", from 7 to 8 December 2024.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Million Japanese Yen (JPY1,000,000.00)**.

III. Deliverables

The company shall be a qualified rental company that is capable of leasing heaters for the event "Philippine Festival Tokyo 2024", from 7 to 8 December 2024, with the following specifications and inclusions:

- A) Heater Type – for outdoor use, at least fifteen (15) individual units;
- B) Support equipment and accessories for the use of heaters outdoors –
 - i) Generators – for outdoor use, at least three (3) units, capable of power generation for all of the heaters for the duration of the festival;
 - ii) Generator fuel – sufficient for the duration of the festival;
 - iii) Extension cords – at least ten (10) individual units;
- C) Delivery and set-up of equipment – delivery of the heaters, generators and support equipment and accessories for the duration of the festival;
- D) Provision of personnel and equipment for the delivery and retrieval of the heaters, generators and support equipment and accessories before and after the festival.

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 lease of heaters for the Philippine Festival Tokyo 2024, from 7 to 8 December 2024 | | | |
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(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