



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 MOOE, intends to apply the sum of **One Hundred Eighty Thousand Japanese Yen (JPY180,000)** being the Approved Budget for the Contract (ABC) for the **lease of vehicles for the PH officials visiting to Japan scheduled in March 2024**. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Lease of vehicle for the month of March 2024
Location : Tokyo, Japan
Specification : *(Please see attached Annex "A" for complete requirements)*
Approved Budget : One Hundred Eighty Thousand Japanese Yen (JPY180,000)

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 12:00 noon of 16 February 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 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. 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

9 February 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to lease a vehicle, with driver, for the following official activities in Tokyo, Japan:

- a. Chief Justice Alexander G. Gesmundo and the members of the Supreme Court of the Philippines, 4 March 2024
- b. Senior Officials Meeting (SOM) on PH-US-Japan Trilateral Cooperation, 21 March 2024
- c. Philippine Delegation Visits Japan Hydrographic and Oceanographic Department Survey Vessel Hamashio, 22 March 2024

I. Description

Lease of vehicle, with driver, for the delegations who are on official trip to Japan in March 2024.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Eighty Thousand Japanese Yen (JPY180,000)**

III. Deliverables

The company/supplier shall provide the Philippine Embassy with at least one (1) vehicle with driver for three (3) days and for a minimum time of service of 12 hours per day.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including driver's wages).

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 within fifteen (15) days upon delivery/completion of each service required and upon receipt of the original bill/invoice by Tokyo PE.

PRICE QUOTATION FORM

9 February 2024

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	Lease of vehicle	Date: 4, 21 and 22 March 2024		
		Duration: at least 12 hours per day		
		No. of car/van: at least 1 car		
		No. of passengers: 1-8 person/s		

(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