



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 (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through its funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Five Hundred Thousand Japanese Yen (JPY500,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the lease of vehicles for the Embassy's protocol duties during the Regional Training for Online Voting and Canvassing System (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections, for 4 and 8 March 2025.

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

Name of Project : **Lease of Vehicles for the Embassy's Protocol Duties During the Regional Training for Online Voting and Canvassing System for Posts in the Asia Pacific Region for the 2025 National Elections**

Location : **Narita and Haneda Airport, and areas within Tokyo (Philippine Embassy Chancery, Official Residence of the Ambassador and various hotels within Tokyo)**

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

Approved Budget : **Five Hundred Thousand Japanese Yen (JPY500,000.00)**

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 **14 February 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

24 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 vehicles for the Embassy's protocol duties during the Regional Training for OVCS System for Posts in the Asia Pacific Region for the 2025 National Elections, for 4 and 8 March 2025.

I. Description

The Embassy requires services of a qualified service provider which can provide the lease of vehicles for the Embassy's protocol duties during the Regional Training for OVCS System for Posts in the Asia Pacific Region for the 2025 National Elections, for 4 and 8 March 2025.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Thousand Japanese Yen (JPY500,000.00)**.

III. Deliverables

The service provider shall be a transportation company that is capable of providing lease of vehicle services for the Embassy's lease of vehicles protocol duties during the Regional Training for OVCS System for Posts in the Asia Pacific Region for the 2025 National Elections, for 4 and 8 March 2025, with the following specifications and inclusions:

- A. Two vans with a least 8-person seating capacity per van, which are certified for roadworthiness;
- B. Two licensed and qualified drivers for each van;
- C. Capable of providing transportation services to and from Narita Airport, Haneda Airport, the Philippine Embassy Chancery, the Official Residence of the Ambassador and to various hotels in Tokyo (Roppongi and Hibiya);
- D. Cost of service shall include gasoline for the vehicles, toll fees and parking fees.

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 lease of vehicles for the Embassy's protocol duties during the Regional Training for OVCS System for Posts in the Asia Pacific Region for the 2025 National Elections, for 4 and 8 March 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