



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 of the Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund – Political and Public Diplomacy Sections' Funds, intends to apply the sum of **One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for lease of venue for the Special Program in Honor of the Ramon Magsaysay Awards Foundation (RMAF) Laureates from Japan.

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

Name of Project : **Lease of Venue for the Special Program in Honor of the Ramon Magsaysay Awards Foundation (RMAF) Laureates from Japan**

Location : **Areas near the vicinity of the Chancery of the Embassy of the Republic of the Philippines, 5-15-5 Roppongi Minato-ku, Tokyo, Japan 106-8537**

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

Approved Budget : **One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)**

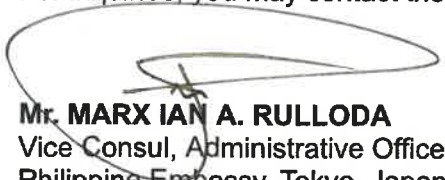
Interested service providers are required to submit their duly signed Price Quotation Form (Annex "B").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **10 August 2026** (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.


Mr. MARX IAN A. RULLODA

Vice Consul, Administrative Officer and Head, BAC Secretariat

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

Tel.: (03) 5562-1600 local 152

Email: admin.section@philembassy.net

20 July 2026

TECHNICAL SPECIFICATIONS

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified hotel, restaurant or event hall for the lease of venue for the conduct of a Special Program in Honor of the Ramon Magsaysay Awards Foundation (RMAF) Laureates from Japan (project).

I. Description

The Embassy requires services of a qualified hotel, restaurant or event hall for the lease of venue for the conduct of a Special Program in Honor of the RMAF Laureates from Japan to be held in October 2026. The event is one of the proposed activities for the 70th anniversary of the normalization of Philippines-Japan diplomatic relations this year, which aims to celebrate the lasting contributions of the laureates and facilitate networking and bridging between Philippine and Japanese stakeholders towards prospective collaborations. The Embassy needs to lease an appropriate venue for the said event.

The Special Program will include a forum consisting of panel discussions on the advocacies of RMAF and the awardees, a luncheon reception, and an exhibition with exhibit panels featuring the awardees and their contributions.

Around 70 persons are proposed to be invited for the said event, which will include the RMAF Laureates from Japan (including representatives of organizations and deceased recipients), RMAF Board of Trustees and officials, representatives from the Japanese Government, members of the diplomatic corps, select Filipino community organizations, civil society, academe, and media partners.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)**

III. Deliverables

The lease of venue for the event shall be awarded to a qualified hotel, restaurant or event hall, with the following specifications and inclusions:

- A. **Event Date and Time:** 07 October 2026, from 11:00 AM to 2:00 PM (excluding ingress and egress);
- B. **Set-Up Time:** Embassy personnel shall be granted access to the event function room at least one (1) hour before the event date and time to allow time to set-up;
- C. **Location:** preferably within a close proximity to the Philippine Embassy Chancery;
- D. **Size of Venue:** capable of accommodating at least seventy (70) pax;

- E. **Required Rooms/Spaces:** registration area (with signages, table, and chairs); interpreters' area/booth; exhibition space for exhibit panels (5-6 panels); Holding room / green room (optional); Cloak room (optional)
- F. **Catering services:** seated buffet; round tables and chairs; table skirting; simple floral arrangement or tabletop decor for cocktail table (optional), utensils, cutlery, glasses, table napkins;
- G. **Cuisine:** Chef's recommendation (if feasible: mix with Filipino dishes); menu cards with allergen information;
- H. **Equipment:** microphones and stands with basic sound system, LCD projector with screen or TV display;
- I. **Other specifications:** low-height stage; podium; basic venue lighting; can accommodate two (2) flag poles and roll-up banners (to be brought in by Embassy)
- J. **Disposal and Cleanup:** lease of venue and catering shall include disposal and cleanup of waste generated during the event;
- K. **Coordination:** a point person shall be designated, who shall provide contact information to the Embassy for coordination and preparation discussions.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges.

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.

ANNEX B**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 venue for the Special Program in Honor of the Ramon Magsaysay Awards Foundation (RMAF) Laureates from Japan			

(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