



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) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund – Political Section and Public Diplomacy Sections' Funds, 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 lease of venue for the reception for the United States-Philippines Society Trilateral Conference.

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

Name of Project : Lease of Venue for the Reception for the United States – Philippines Society Trilateral Conference

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 : 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 **24 January 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. MARXIAN 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 121

Email: admin.section@philembassy.net

9 January 2026

TERMS OF REFERENCE

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 reception for the United States-Philippines Society Trilateral Conference (project).

I. Description

The Embassy requires services of a qualified hotel, restaurant or event hall lease of venue for the reception for the United States-Philippines Society Trilateral Conference. The Embassy, in partnership with the United States - Philippines Society (USPS), shall host the end-of-day reception for the delegates of the Trilateral Conference on 12 February 2026. The Embassy needs to lease an appropriate venue for the reception for the Trilateral Conference, which aims to broaden and expand interaction and understanding through basic research and/or applied research in the areas of security, trade, investments, tourism, the environment, history, education and culture between the United States and the Philippines, which would benefit the American public and people of the Philippines.

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

- A. **Event Date and Time:** 12 February 2026, from 6:00 to 8:00 PM;
- 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 thirty-five (35) pax;
- E. **Waitstaff:** lease of venue shall include services of waitstaff;
- F. **Catering:** shall be for a full-course meal for all attendees, with options for a buffet or sit-down dinner, with proposed menu to be submitted to the Embassy at least twenty (20) days before the event date;
- G. **Disposal and Cleanup:** lease of venue and catering shall include disposal and cleanup of waste generated during the event;
- H. **Equipment:** venue shall have at least one (1) wide-screen television or projector which may be used for presentations, and have at least two (2) microphones; and
- I. **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.

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 reception for the United States – Philippines Society Trilateral Conference			

(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