



**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 sourced from the funds from the National Commission for Culture and the Arts (NCCA), intends to apply the sum of **One Million Four Hundred Fifty-Six Thousand Japanese Yen (JPY1,456,000.00)** being the Approved Budget for the Contract (ABC) for the procurement for the lease of venue for the event "Taste of the Philippines", to be held on 13 November 2024 from 5:30 to 7:30pm.

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

**Name of Project** : **Lease of Venue for the Event "Taste of the Philippines"**

**Location** : **Hotels or event places near the vicinity of the Embassy of the Republic of the Philippines at 5-15-5 Roppongi, Minato-ku, Tokyo 106-8537**

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

**Approved Budget** : **One Million Four Hundred Fifty-Six Thousand Japanese Yen (JPY1,456,000.00)**

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 **27 October 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](mailto:admin.section@philembassy.net)

23 October 2024, Tokyo, Japan

**ANNEX A**

## **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 venue for the event “Taste of the Philippines”.

**I. Description**

Lease of venue for the event “Taste of the Philippines”, to be held on 13 November 2024 from 5:30 to 7:30pm.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Twenty-Five Thousand Six Hundred Ninety-Six Philippine Pesos (PHP525,696.00) or around One Million Four Hundred Fifty-Six Thousand Japanese Yen (JPY1,456,000.00).**

**III. Deliverables**

The company/supplier shall be a qualified service provider / company that is capable of leasing a venue or reception area to the Embassy for the event “Taste of the Philippines”, with the following specifications and inclusions:

- A) The venue or reception area must be available at 13 November 2024, from 5:30 to 7:30pm;
- B) The venue or reception area must be capable of accommodating at least fifty (50) participants;
- C) The venue or reception hall must be located in a vicinity which shall be in close proximity to the Embassy of the Republic of the Philippines at 5-15-5 Roppongi, Minato-ku, Tokyo 106-8537, preferably not exceeding a forty-five (45) minutes drive or commute from the Embassy;
- D) Venue must have a basic sound system and projection set-up for presentations;
- E) Venue must permit the bringing in of Filipino food which shall be prepared by a chef hired by the Embassy;
- F) Venue must be available to the organizing team from the Embassy at least thirty (30) before the start of the event, for event set-up;
- G) The size of the venue must be at a minimum of 200 sq.m.; and
- H) The lease of venue must include a set-up for refreshments consisting of snack items and beverages.

**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 venue for the event "Taste of the Philippines", to be held on 13 November 2024 from 5:30 to 7:30pm			

(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