



**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), as part of Post's budget for publication expenses, intends to apply the sum of **Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the printing of guidebooks for first time Filipino mothers in Japan.

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

**Name of Project : Printing of Guidebooks for First Time Filipino Mothers in Japan**

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

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

**Approved Budget : Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)**

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 **12 March 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.



**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 121

Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

3 March 2025, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan, as part of its Gender and Development (GAD) projects for FY 2025, and as the Embassy's main event in celebration of National Women's Month for March 2025, intends to secure the services of a qualified service provider which can undertake the printing of guidebooks for first time Filipino mothers in Japan.

**I. Description**

The Embassy requires the services of a qualified service provider which can undertake the printing of guidebooks for first time Filipino mothers in Japan.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Hundred Fifty Thousand Japanese Yen (JPY250,000.00)**.

**III. Deliverables**

The service provider shall be a qualified printing company that is capable of providing printing services for the printing of guidebooks for first time Filipino mothers in Japan, with the following specifications and inclusions:

- A. **Description:** guidebook with digital art cover, in full color for all pages;
- B. **Size:** A5 paper, 148mm x 210mm;
- C. **Number of Pages:** one (1) front cover, one (1) back cover, seventy (70) pages;
- D. **Medium:** uncoated or soft-coat paper, white;
- E. **Print Work Specifications:** full digital print with seamless graphics, with light absorbing matte finish, in clean straight finish;
- F. **Special Specifications on Digital Art:** printing of text and digital art for illustrations as will be shared by the Embassy's Cultural Section;
- G. **Binding and Packaging Fee** – quotation shall include any fees for binding and packaging the guidebooks;
- H. **Delivery** – quotation shall include delivery of the guidebooks to the Embassy Chancery; and
- I. **Special Instructions** – deletion of all copies of the guidebook from printing company's records and databases upon completion of the project, and use of the Embassy's official logo and Bagong Pilipinas seal shall be limited for purposes of printing the guidebook.

**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 the printing of guidebooks for first time Filipino mothers in 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