



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 through Administrative Section's fund, intends to apply the sum of **Five Thousand US Dollars (USD5,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of custom-made tents for outdoor events, to be delivered on or before 31 March 2026.

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

**Name of Project : Procurement of Custom-Made Tents for Outdoor Events**

**Location : 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 Thousand US Dollars (USD5,000.00)**


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 **26 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. MARXTAN 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)

5 January 2026

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified supplier which can accept orders for custom-made tents for outdoor events (project).

**I. Description**

The Embassy requires services of a qualified supplier which can accept orders for custom-made tents for outdoor events. The tents shall be used for the Embassy's official events which are held outdoors. The Embassy has determined that it shall be more cost-effective to purchase outdoor tents and to have the same form part of its property inventory, due to the high rental costs of outdoor tents for events in Japan.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Thousand US Dollars (USD5,000.00)**.

**III. Deliverables**

The service provider shall be a qualified supplier that is capable of providing customization services for outdoor tents, with the following specifications and inclusions:

**A. Specifications on the Tents**

- Number of units – two (2) tents;
- Color – cream or off-white;
- Material –
  - a) Tent - plastic, double polyester polyvinyl chloride (PVC);
  - b) Pipes – aluminum alloy;
  - c) Connectors and accessories – galvanized steel;
  - d) Special specifications – waterproof, non-flammable and UV-resistant;
- Useful life – at least ten (10) years;
- Minimum Dimensions –
  - a) Width – 5m;
  - b) Length – 5m;
  - c) Height – 2.5m;
  - d) Top – 3.4m.

**B. Packaging**

- Purchase price shall include packaging and preparation of items;

**C. Customization**

- Supplier agrees to coordinate with the Embassy for the finalization of the tents and design specifications prior to final assembly; and

**D. Delivery**

- Delivery shall be included in the contract price;
- Order shall be delivered on or before 31 March 2026.

**IV. Pricing**

The cost of the product/service shall be quoted in Japanese yen, or foreign currency, 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 of custom-made tents for outdoor events			

(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