



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 – Administrative Section's Funds, intends to apply the sum of **Two Hundred Thousand Pesos (PHP200,000.00)**, being the Approved Budget for the Contract (ABC) for the **procurement of event collaterals**.

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

**Name of Project : Procurement of Event Collaterals**

**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 : Two Hundred Thousand Philippine Pesos (PHP200,000.00)**

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

Payment shall be in Philippine pesos.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **24 March 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

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04 March 2026

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified supplier for the procurement of event collaterals (project).

**I. Description**

The Embassy requires the services of a qualified supplier for the procurement of event collaterals. The event collaterals shall be customized by the Embassy, so that the same may be given away to stakeholders during various events and official engagements of the Embassy.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Hundred Thousand Pesos (PHP200,000.00)**.

**III. Deliverables**

The qualified supplier for the procurement of event collaterals shall comply with the following specifications and inclusions for the project:

**A. Supplies and Quantities**

- a) Canvas Pouch Bag – 100 pcs
- b) Polyrubber Pouch Bag – 100 pcs
- c) Canvas Tote Bag – 200 pcs
- d) Luggage Tag – 200 pcs
- e) Notebook – 200 pcs
- f) Sticker – 500 pcs
- g) Lanyard – 150 pcs

**B. Packaging** – packaging included in the purchase price;

**C. Delivery**: shall be made on or before 31 June 2026, and the purchase price shall include costs for delivery; and

**D. Coordination**: the supplier shall designate a point person who shall provide his or her contact information to the Embassy for ease of coordination.

**IV. Pricing**

The cost of the product/service shall be quoted in Philippine pesos, 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 Unit 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 event collaterals			

(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