



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 FY 2024 General Appropriations Act, and chargeable against Post's MOOE, intends to apply the sum of **Eight Hundred Thousand Japanese Yen (JPY800,000)**, the Approved Budget for the Contract (ABC) for the procurement of office supplies for the first quarter of FY 2024 for the official use of the Embassy. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : **Procurement of Various Office Supplies for the 1st Quarter of FY 2024**

Location : **Embassy of the Republic of the Philippine, 5-15-5 Roppongi, Minato-ku, Tokyo**

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

Approved Budget : **Eight Hundred Thousand Japanese Yen (JPY800,000)**

Interested contractors are required to submit their duly signed Price Quotation Form (Annex "A"). Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 9 January 2024 (Japan 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 procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mr. Alvin C. Malasig
Head, Administrative Section
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Tel.: (03) 5562-1600 local 121
Email: admin.section@philembassy.net

3 January 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure various office supplies for use in all sections of the Embassy for the first quarter of FY 2024.

I. Description

The project includes the procurement of various supplies for use of all the sections of the Embassy for the first quarter of FY 2024. The complete list for procurement is in a separate sheet (Annex "B").

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed Eight Hundred Thousand Japanese Yen (JPY800,000).

III. Deliverables and Completion Schedule

The company/supplier shall deliver the supplies to the Philippine Embassy that meets the minimum specifications. The items must be completed by 29 March 2024.

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 any proponent.

VII. Terms of Payment

Payment shall be made within fifteen (15) days upon the Embassy's acceptance of the completed project and submission of all required documents, unless a different mode is requested and acceptable to both parties. .

PRICE QUOTATION FORM

1 January 2024

Philippine Embassy
5-15-5 Roppongi, Minato-ku
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation :

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1 lot	Procurement of various office supplies	Date: To be completed by 29 March 2024		

(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 and complete the same on or before the agreed date.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details

ANNEX B**Procurement of Various Office Supplies for the 1st Quarter of FY 2024**

Item	Unit	Description	Qty
Representation supplies	case	Natural Mineral Water 310m 1 case (120 bottles)	2
	pack	Nespresso pod Origin Guatemala (50 cups)	1
	pack	Nespresso pod Cafe Caramelo (50 cups)	1
	pack	Nespresso Pod, Forte (50 cups)	3
	pack	Nespresso pod Cafe Caramelo (50 cups)	3
Other Supplies and Materials Expenses	pc	Room spray deodorizer Garden scent	1
	pc	Room spray deodorizer citrus scent	2
	pc	Micromist deodorant refill, (3 pieces)	1
	pc	Micromist deodorant (3 pieces)	1
	case	Spray cleaner (350ml) (6 bottles)	2
	pc	Room deodorizer 400ml	10
	pc	Disinfecting spray (300ml)	2
	roll	Tissue paper	2
	pc	Band-Aid (R) Standard size (20 pieces)	2
	pc	Packing Tape No.313, 50mm x 50m	10
	pc	Alkaline Batteries AAA size (30 pieces)	10
	pc	Alkaline Batteries AA size (40 pieces)	10

ICT Office Supplies Expenses	pc	Canon Genuine Toner Cartridge 312 CRG-312	5
	pc	SD card, 32GB	2
	pc	Canon Genuine Toner Cartridge, 303 CRG-303	1
Semi-Expendable Machinery and Equipment Expenses - ICT Equipment	pc	Mouse / M size	2
	pc	USB flash drive	12
	pc	HDD External, 1TB	2
Office Supplies Expenses	case	Copying paper, white, A4, 1 box (5000 sheets)	2
	pack	Post-it (3M) 75 x 75mm, Multicolor, 31 boxes (12 packs)	3
	pc	Correction Tape Mono Air 5mm (5 pieces)	5
	pc	Lever type arch file A4 vertical, width 66mm Black	20
	pc	File storage box A4 horizontal (5 pieces)	1
	pc	Refill Ink for 9/X Stamper XLR-20N, Red	2
	pc	Refill Ink for 9/X Stamper XLR-20N, Blue	2
	box	Paper file A4 vertical, yellow (10 books)	1
	pc	Packing Tape (cloth tape) 0.22mm, 50mm x 25m (10 pieces)	1
	box	Staple No.11-1M / 1 case (10 boxes)	15

	pc	Scotch tape, 15mm x 35m (10 rolls)	2
	pc	Stapler HD-11FLK/R Red	2
	roll	Double-sided tape 15mm x 20m (10 rolls)	2
	roll	Masking tape translucent, 50mm x 25m (5 rolls)	2
	pc	Rubber band #4201 (1kg)	2
	pc	stapler 80 flat yellow, White	2
	pc	Paper Clip-Metal, Large size (100 pieces)	20
	pc	Photo Paper Glossy (20 sheets)	1
	pc	Stamp refill ink Black 20ml (5 pcs.)	1
	pc	Platinum fountain pen refill Black(10 pieces)	10
	pc	Gel ink ballpoint pen 0.5mm Red 10 pieces	5
	pack	Thumbtack (1250 pieces: 250 pieces x 5 packs)	5
	pc	Packing string, 1 roll 150m	5
	pc	Gel ink ballpoint pen 0.5mm Black 10 pcs.	5
	pc	Water-based pen Fine point Black 10 pcs.	10
	pc	Document file box, A4 horizontal, Blue	1
	pc	V-Shaped Card Rack, Large (10 pieces)	2
	pc	Copy Paper (Bond paper), white A3 (500 sheets)	1
	pc	Rubber band #3101 (1kg)	1
	box	Stapler wire No.10-1M (20 boxes)	5
	pc	Gel ink ballpoint pen, 1.0mm Black, 10 pcs.	10
	pc	Gel ink ballpoint pen, 1.0mm Red, 10 pcs	10
	pc	Post-it 50X, 15mm pastel color 4 color (25 pieces)	20

	pc	Color Paper A4 Pink (500 sheets)	1
	pc	Transparent Clear Holder, A4 (100 sheets)	20
	pc	Copying paper, white, A4 (5000 sheets)	50
	pc	Wrapping paper (900mm x 30m)	1
	pc	Document storage cardboard A4 (40 sheets)	3
	roll	Bubble wrap (1000mm x 3.6m roll)	5
	pc	Plate (Male signage) (3 pieces)	1
	pc	Plate (Female signage) (3 pieces)	1
	pc	Color Paper A4 Green (500 sheets)	1
	pc	Stapler 80 HD-11UFL / White	3
	pc	Gel ink ballpoint pen 1.0mm Blue 10 pcs.	20
	pc	Stamp pad Red HKN-3-R	4
	pc	Pen holder PS-101	12
	sheet	D-type ring file A4 vertical, width 88mm (750 sheets)	90
	pc	Address label sticker, white A4	15
	pc	Album screws for Voucher 12mm (60pcs.)	4