



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 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 the funds for Representation Allowances, intends to apply the sum of **Six Hundred Thousand Japanese Yen (JPY600,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the production and installation of the Philippine Pavilion Exhibit for the Philippine Independence Day Celebration on 12 June 2025.

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

Name of Project : **Production and Installation of the Philippine Pavilion Exhibit for the Philippine Independence Day Celebration on 12 June 2025**

Location : **Tokyo, Japan**

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

Approved Budget : **Six Hundred Thousand Japanese Yen (JPY600,000.00)**

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 **28 May 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

16 May 2025, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan, intends to secure the services of a qualified service provider for the production and installation of the Philippine Pavilion Exhibit for the Philippine Independence Day Celebration on 12 June 2025.

I. Description

The Embassy requires the services of a qualified service provider for the production and installation of the Philippine Pavilion Exhibit for the Philippine Independence Day Celebration on 12 June 2025.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Six Hundred Thousand Japanese Yen (JPY600,000.00)**.

III. Deliverables

The service provider shall be a qualified company which is capable of producing and installing the Philippine Pavilion Exhibit for the Philippine Independence Day Celebration on 12 June 2025, with the following specifications and inclusions:

- A. **Venue location:** hotel or events venue within Tokyo area;
- B. **Service Date:** 12 June 2025;
- C. **Model Preparation and Installation:** preparation of exhibit materials to commence from 9 June 2025, and installation at the venue to commence on 08:00am JST;
- D. **Particulars:** shall copy the smaller scale model design for the Philippine Pavilion Exhibit at the Osaka Expo 2025;
- E. **Materials:** materials for the exhibit shall consist of Philippine-sourced materials and shall be provided by the Embassy, consisting of the following –
 - 300x300mm burlap textile pattern (28 pieces);
 - 600x300mm burlap textile pattern (25 pieces);
 - 2,000x2,000mm platform stage (1 lot);
 - 2,100mmx2,100mm with weave pattern wall (2 sets);
 - Printed traditional textile with frame (18 sets);
 - A3 size letter block – LOVE (1 set); and
 - A4 size letter block – THE PHILIPPINES (1 set).
- F. **Coordination:** Designation of a point person who shall coordinate with the Embassy from preparations up to the day of the reception, attend meetings or

answer correspondence related to this project, and provide assistance to the Embassy in all activities in relation to the reception.

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 production and installation of the Philippine Pavilion Exhibit for the Philippine Independence Day Celebration on 12 June 2025			

(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