



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) 2024 General Appropriations Act (GAA), and chargeable against the Embassy's General Fund through its funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Eight Hundred Thousand Japanese Yen (JPY800,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the production of custom-made gift bags bearing the Embassy's Official Seal.

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

Name of Project : **Production of Custom-made Gift Bags Bearing the Embassy's Official Seal**

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 : **Eight Hundred Thousand Japanese Yen (JPY800,000.00)**

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 **15 December 2024** (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.

Ms. FATIMA G. QUINTIN



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

3 December 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company for the production of custom-made gift bags bearing the Embassy's Official Seal.

I. Description

The Embassy requires services of a qualified company for the production of custom-made gift bags bearing the Embassy's Official Seal.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Eight Hundred Thousand Japanese Yen (JPY800,000.00)**.

III. Deliverables

The company shall be a qualified company that is capable of producing custom-made gift bags bearing the Embassy's Official Seal, with the following specifications and inclusions:

- a) **Material** – paper gift bag, preferably using high-grade type pouch and 100% ecological;
- b) **Color** – royal blue;
- c) **Dimensions** – Type A - 38x140x30mm and Type B – 33x13x38mm;
- d) **Type of handle** – preferably rope type, gold;
- e) **Number of Pieces** – 1,000 pieces for Type A and 1,000 pieces for Type B;
- f) **Print Work** – shall bear the Official Seal of the Embassy of the Republic of the Philippines;
- g) **Layout** – shall follow the layout to be sent by the Administrative Section of the Embassy;
- h) **Special Instructions** – the use of the Official Seal shall be limited for purposes of producing the gift bags only, and the company shall completely delete the copy of the Official Seal in its records and databases, as well as any physical copies retained, after the completion of the project;
- i) **Packaging and Delivery** – packaging and delivery shall be included in the purchase price; and
- j) **Taxes and Other Charges** – taxes and other charges shall be included in the purchase price.

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	Procurement for production of custom-made gift bags bearing the Embassy's Official Seal			

(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