



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 Building Fund, intends to apply the sum of **Five Hundred Fifty Thousand Japanese Yen (JPY550,000)** being the Approved Budget for the Contract (ABC) for the procurement for decorative services for the diplomatic reception for Non-Resident Ambassadors for the Philippines' bid for the United Nations Security Council for the Term 2027-2028 at the Official Residence of the Ambassador, to be held on 04 October 2024. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : **Decorative Services for the Diplomatic Reception for Non-Resident Ambassadors for the Philippines' Bid for the United Nations Security Council for the Term 2027-2028 at the Official Residence of the Ambassador**

Location : **1F, Official Residence of the Philippine Ambassador, 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan 102-0071**

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

Approved Budget : **Five Hundred Fifty Thousand Japanese Yen (JPY550,000)**

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 23 September 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 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

16 September 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a company procurement for decorative services for the diplomatic reception for Non-Resident Ambassadors for the Philippines' bid for the United Nations Security Council for the Term 2027-2028 at the Official Residence of the Ambassador, to be held on 04 October 2024.

I. Description

The Embassy needs the services of a contractor that can provide the lease of equipment and decorative services for the Philippines' hosting of a reception.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Fifty Thousand Japanese Yen (JPY550,000)**.

III. Deliverables

The company/supplier shall provide the Philippine Embassy with decorative services for the diplomatic reception for Non-Resident Ambassadors for the Philippines' bid for the United Nations Security Council for the Term 2027-2028 at the Official Residence of the Ambassador, which shall include the following deliverables:

A) Provision of the following equipment and decorations:

- i) Ten (10) cocktail tables;
- ii) Ten (10) beige tablecloths;
- iii) Four sets (three pieces per set) of LED decorative candles;
- iv) Provision of back-up AA batteries for the LED decorative candles; and
- v) Provision of ten (10) floral centerpieces for each cocktail table.

B) Provision of complete delivery on or before 12:00nn of 04 October 2024, and retrieval of the enumerated equipment and decorations on or before 12:00nn of 05 October 2024, at the Official Residence.

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	Decorative Services for Diplomatic Reception			

(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