



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN

REQUEST FOR QUOTATION

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for the renovation and installation of new appliances at the master kitchen (Room 115) of the Official Residence of the Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan, and would like to request a quotation from qualified and capable service provider.

The Terms of Reference of the Project are attached as **Annex A**.

Interested companies are kindly requested to accomplish the attached Price Quotation Form (**Annex B**) and submit it directly or by email to the Philippine Embassy in Tokyo through:

Mr. ANWAR M. ITO
Head, Bids and Awards Committee (BAC) Secretariat
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Email: admin.section@philembassy.net

The deadline for the submission of quotations is on 23 October 2023 at 12:00 NN.

For further information and clarification, please email the Administrative Section of the Philippine Embassy at admin.section@philembassy.net or call +813 5562 1600 to 1602, 1604 to 1605 ext. 122 or 121.

Sincerely yours,


ANWAR M. ITO
Administrative Officer
Head, BAC Secretariat

23 September 2023

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to renovate and install new appliances at the master kitchen (Room 115) of the Official Residence of the Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan, hereinafter referred to as the Project, from a reputable company/supplier.

I. Specification/Particulars

The interior renovation and construction will cover the following items:

1. Demolition:

- a. Disconnection and removal of electrical fixtures and outlets.
- b. Removal of existing plumbing fixtures.

2. Electrical:

- a. Installation of new electrical wiring and outlets as per the approved layout.
- b. Installation of light fixtures and switches.
- c. Connection of electrical appliances and equipment.

3. Plumbing:

- a. Inspection and repair of existing plumbing lines.
- b. Replacement of damaged or outdated plumbing fixtures.

4. Replacement/Installation

- 4.1 Replacement of cupboards and drawers
- 4.2 Replacement of countertops
- 4.3 Upgrade and install new appliances, more energy-efficient models
- 4.5 Install new lavatory and built-in dishwasher
- 4.6 Install built-in oven (industrial grade)
- 4.7 Install gas cooktops (industrial grade)

5. Cleaning and Final Touches:

- a. Thorough cleaning of the renovated areas.
- b. Removal of debris and construction waste.
- c. Final inspection to ensure all work meets quality standards.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Nine Million Four Hundred Seventeen Thousand Six Hundred Ninety Two Pesos and Thirty Five Centavos Only (PHP9,417,692.37)**.

III. Deliverables

The company/supplier shall supply the Philippine Embassy the above-mentioned renovation project that meets the minimum specifications indicated under Section I above.

IV. Pricing

The offered quote or cost of the contract should be in Japanese Yen and inclusive of all applicable government taxes and charges, delivery cost, and installation charges.

V. Warranty

The item/equipment provided by the company/supplier should include the manufacturer's appropriate warranty. The company/supplier shall be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

VI. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer or Lowest Calculated Responsive Quotation (LCRQ).

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 thereby incurring any liability to the affected company/supplier.

VII. Terms of Payment

Payment shall be made within seven (7) days upon completion and acceptance of the project under the Project.

ANNEX B

PRICE QUOTATION FORM

Embassy of the Republic of the Philippines
5-15-5 Roppongi, Minato-ku, Tokyo
Japan

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

DESCRIPTION	QTY	QUOTE
TOTAL (inclusive of tax and other lawful charges)		JPY

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in JPY :
Amount in words :

Very truly yours,

Name of the Company/Supplier

Name/Signature of Representative

Contact Number