



**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 secondary glass window inside the master's bedroom and the adjoining dressing/TV room (Rooms 208 and 209) 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](mailto: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](mailto: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 a secondary glass window inside the master's bedroom and the adjoining dressing/TV room (Rooms 208 and 209) 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:

- Additional glass windows will be installed inside the rooms without altering the existing frame. The installation process will not involve any exterior work on the room.
- 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 **One Million Eighty Three Thousand Thirty Four and Fourteen Centavos Only (PHP1,083,034.14)**.

**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.