



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 under the General Appropriations Act and chargeable against BFP 2023, intends to apply the sum of **One million Five Hundred Seventy One Forty One Pesos and Seventy Nine Centavos (Php1,571,041.79) or Three Million Nine Hundred Sixty Three Thousand Five Hundred Ninety Eight Japanese Yen (JPY3,963,598)**, the Approved Budget for the Contract (ABC) for the renovation/landscaping of porch garden of the Official Residence of the Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Renovation/Landscaping of Porch Garden with Pole Lights Installation
Location : 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan
Specifications : *(Please see attached Annex "A" for complete requirements)*
Approved Budget : One Million, Five Hundred Seventy One Thousand, Forty One Pesos and Seventy Nine Centavos (Php1,571,041.79) or Three Million, Nine Hundred Sixty Three Thousand, Five Hundred Ninety Eight Japanese Yen (JPY3,963,598.00)

Interested contractors are required to submit their duly signed Price Quotation Form (Annex "A"). Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 29 January 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 procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.


Mr. ALVIN C. MALASIG
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

8 January 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to renovate the porch garden of the Official Residence of the Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan

I. Description

Renovation/landscaping of porch garden of the Official Residence of the Ambassador with pole lights installation.

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for the Project shall not exceed Three Million, Nine Hundred Sixty Three Thousand, Five Hundred Ninety Eight Japanese Yen (JPY3,963,598).

III. Deliverables

The company/supplier shall undertake the above-mentioned renovation project, according to the specifications indicated under Section I above, and complete the same no later than 14 March 2024.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including driver's wages).

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 any proponent.

VII. Terms of Payment

Payment shall be made within seven (7) days upon the Embassy's acceptance of the completed project and submission of all required documents.

PRICE QUOTATION FORM

29 January 2024

Philippine Embassy
5-15-5 Roppongi, Minato-ku
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation :

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Renovation/landscaping of porch garden with pole lights installation	Date: To be completed by 14 March 2024		

(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 and complete the same on or before the agreed date.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details