



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 2023 the General Appropriations Act, chargeable against BF 2023, intends to apply the sum of **Five Million One Hundred Thousand Japanese Yen (JPY5,100,000)**, the Approved Budget for the Contract (ABC) for the construction and repair of a koi pond and installation of koi aquarium at 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 : **Construction/Repair of a Koi Pond at the Inner Courtyard and Installation of Koi Aquarium in Anteroom (Room 107) of the Official Residence of the Ambassador**

Location : **1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan**

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

Approved Budget : **Five Million One Hundred Thousand Japanese Yen (JPY5,100,000)**

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 5 February 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

29 January 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan plans to (1) renovate a koi pond in the inner courtyard, and (2) install a koi aquarium in the anteroom of the Official Residence of the Ambassador in Tokyo as part of its ongoing efforts to improve and develop the said property.

I. Description

The repair/construction of a koi pond and installation of koi aquarium will cover the following works:

1. Koi pond

1. Check and assess the existing fish pond in the inner courtyard of the Residence;
2. Repair and clean the existing fish pond;
3. Draft an appropriate design of the pond;
4. Provide at least ten (10) koi fish for the pond; and
5. Set up the pond with the necessary equipment for water filtering and air flow.

B. Koi aquarium

1. Install a koi aquarium, with five (5) to ten (10) koi fish, at the anteroom of the Residence;
2. Assess the suitable location of the aquarium in the room;
3. Set up the aquarium with the necessary equipment for water filtering and air flow; and
4. The size of the aquarium should be at least W1200mm x H400mm.

II. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) for the Project shall not exceed Five Million One Hundred Thousand Japanese Yen (JPY5,100,000).

III. Deliverables

The company/supplier shall undertake the above-mentioned project, according to the specifications indicated under Section I above, and complete the same no later than 13 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 fifteen (15) working days upon the Embassy's acceptance of the completed project and submission of all required documents.

PRICE QUOTATION FORM

30 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	Repair/Construction of koi pond and installation of koi fish	Date: To be completed by 13 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