



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 for Fiscal Year (FY) 2024 of the General Appropriations Act (GAA), chargeable against the Building Fund (BF) from the General Fund of the Embassy, intends to apply the sum of **Three Thousand Japanese Yen (JPY300,000)** being the Approved Budget for the Contract (ABC) for the procurement for the repair of the main entrance doors at the Official Residence of the Ambassador.

Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : **Procurement for the Repair of the Main Entrance Doors at the Official Residence of the Ambassador**

Location : **1F, Main Entrance, Official Residence of the Philippine Ambassador to Japan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071**

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

Approved Budget : **Three Hundred Thousand Japanese Yen Only (JPY300,000.00)**

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 **13 September 2024** (Japan Standard 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.

Mr. 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

05 August 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company which can provide the repair of the main entrance doors at the Official Residence of the Ambassador, for the service period of November 2024.

I. Description

Procurement for the repair of the main entrance doors at the Official Residence of the Ambassador, for the service period of November 2024.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Hundred Thousand Japanese Yen (JPY300,000.00)**.

III. Deliverables

The company/supplier shall be a qualified service provider / company that is capable of providing repair services for the Embassy with the following specifications and inclusions:

- A) Maintain the original appearance of the main entrance doors and guarantee its form and functionality even after the completion of the repair service, in line with the status of the Official Residence of the Ambassador as a National Historical Landmark;
- B) Provide an initial inspection and assessment of the main entrance doors;
- C) Maintain the original accessories of the main entrance doors – if this is not possible, provide accessory parts which are identical or nearly identical to the originals, and to return the originals to the Embassy after the completion of the repair service;
- D) Verify why only the right-hand side of the main entrance doors (as opened from within) can be fully opened, while the left-hand side of the entrance doors can only be opened halfway;
- E) Enable the full opening of both the right-hand and left-hand doors;
- F) Provide the necessary supervisor and personnel for the project;
- G) Maintain the work area free from any lasting alterations or damages;
- H) Warrant to the Embassy that all materials and equipment incorporated in the work shall be free of good quality and free from any faults or defects; and
- I) Dispose of any and all waste materials generated from the project.

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	Procurement for the repair of the main entrance doors at the Official Residence of the Ambassador, for the service period of November 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 on the abovementioned dates.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details