



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 under the General Appropriations Act, chargeable against the Embassy's General Fund - Building Fund, intends to apply the sum of **Two Million Five Hundred Forty-One Thousand One Hundred Fifty-Seven Pesos and Eight Centavos (PHP2,541,157.08) or Six Million Eight Hundred Thirty-Five Thousand Seven Hundred Twelve Yen (JPY6,835,712)** being the Approved Budget for the Contract (ABC) for the procurement for the Reinforcement of the Perimeter Fence at the Philippine Government Property located at 11-24 Nanpeidai, Shibuya City, Tokyo 150-0036, for the service period of 22 July 2024 onwards.

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

Name of Project : Reinforcement of the Perimeter Fence at the Philippine Government Property located at 11-24 Nanpeidai, Shibuya City, Tokyo 150-0036

Location : 11-24 Nanpeidai, Shibuya City, Tokyo 150-0036

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

Approved Budget : Two Million Five Hundred Forty-One Thousand One Hundred Fifty-Seven Pesos and Eight Centavos (PHP2,541,157.08) or Six Million Eight Hundred Thirty-Five Thousand Seven Hundred Twelve Yen (JPY6,835,712)

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 **05 July 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 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.

Ms. 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

01 July 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 construction company for the Reinforcement of the Perimeter Fence at the Philippine Government Property located at 11-24 Nanpeidai, Shibuya City, Tokyo 150-0036, on 22 July 2024.

I. Description

The Embassy needs the services of a qualified construction company for the Reinforcement of the Perimeter Fence at the Philippine Government Property located at 11-24 Nanpeidai, Shibuya City, Tokyo 150-0036, on 22 July 2024.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Million Five Hundred Forty-One Thousand One Hundred Fifty-Seven Pesos and Eight Centavos (PHP2,541,157.08) or Six Million Eight Hundred Thirty-Five Thousand Seven Hundred Twelve Yen (JPY6,835,712)**

III. Deliverables

The company/supplier shall be a qualified construction company licensed to conduct business and engage in construction services in Japan, which shall be required to comply with the following deliverables:

- A) Take note of the identified perimeter fence area for renovation – with starting mark from the right side of the property line ending at the back garden area.
- B) Uprooting of plants and trees in the identified area which impair the structural integrity of the fence;
- C) Leveling of the land after the uprooting activities;
- D) Raising of the manhole next to the perimeter fence;
- E) Placement of reinforcement bars and base stopping framework;
- F) Base concrete pouring and curing;
- G) Clearing up of debris, felled trees and uprooted plants;
- H) Proper and complete waste disposal for the whole project;
- I) Installation of a frame in front of the power distribution box located along the perimeter fence area;
- J) Coordination with the Tokyo Power Grid to ensure compliance with any domestic regulations of Japan for electric and gas lines; and
- K) Ensure compliance with domestic requirements for civil engineering works in Japan.

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	Reinforcement of the Perimeter Fence at the Philippine Government Property located in 11-24 Nanpeidai, Shibuya City, Tokyo 150-0036			

(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