



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN

REQUEST FOR QUOTATION

Sir/Madam:

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure **Repair Package and/or Replacement of the Automatic Glass Door** of the Chancery, located at 5-15-5 Roppongi, Minato-ku, Tokyo, Japan, and would like to request a quotation for such repair package from qualified and capable service providers.

The Terms of Reference of the Project are attached as **Annex A**.

Interested companies/suppliers 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

The deadline for the submission of quotations is on 29 August at 12:00 NN.

For further information and clarification, please email the Administrative Section of the Philippine Embassy at admin.section@philembassy.net or call +813 5562 1600 to 1602, 1604 to 1605 ext. 122 or 121.

Very Truly Yours,


ANWAR M. ITO
Administrative Officer
Head, BAC Secretariat

23 August 2022

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure repair package and/or replacement of the automatic glass door of the Chancery, hereinafter referred to as the Project, located at 5-15-5 Roppongi, Minato-ku, Tokyo, Japan, from a reputable company/service provider.

I. Description

Repair package and/or replacement of the Automatic Glass Door of the Philippine Embassy Chancery, located at 5-15-5 Roppongi, Minato-ku, Tokyo, Japan.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed One Million Five Hundred Thousand Japanese Yen (JPY1,500,000.00)

III. Deliverables and Completion Schedule

The company/supplier shall provide the Philippine Embassy the repair package and/or replacement of the equipment that meets the minimum specifications. The Project must be completed on or before 15 December 2022.

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/services 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. 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 delivery/completion and acceptance of the item/s under the Project.

PRICE QUOTATION FORM

Embassy of the Republic of the Philippines
5-15-5 Roppongi, Minato-ku, Tokyo
Japan

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

DESCRIPTION	QTY	QUOTE
Repair package and/or replacement of the <u>Automatic Glass Door</u> of the Philippine Embassy Chancery, located at 5-15-5 Roppongi, Minato-ku, Tokyo, Japan.		
TOTAL (inclusive of tax and other lawful charges)		JPY

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in JPY :
Amount in words :

Very truly yours,

Name of the Company/Supplier

Name/Signature of Representative

Contact Number