



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 Main Door Shutter of the Consular Section** 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](mailto: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](mailto: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 Main Door Shutter of the Consular Section 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 Main Door Shutter of the Consular Section of the 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 Two Million Five Hundred Thousand Japanese Yen (JPY2,500,000.00)

**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:

<b>DESCRIPTION</b>	<b>QTY</b>	<b>QUOTE</b>
Repair package and/or replacement of the <u>Main Door Shutter of the Consular Section</u> of the Philippine Embassy Chancery, located at 5-15-5 Roppongi, Minato-ku, Tokyo, Japan.		
<b>TOTAL</b> (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