



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 under the General Appropriations Act and chargeable against Post's MOOE, intends to apply the sum of **Six Hundred Fifty Thousand Japanese Yen (¥650,000)**, being the Approved Budget for the Contract (ABC) for the **technical service and lease of exhibition paraphernalia and equipment for the project "HABInatin 2023 – Terno Exhibition and Philippine Weaves Lecture"** as part of the commemoration of the 125th Anniversary of the Proclamation of Philippine Independence on 12 June 2023 to be held at a hotel in Tokyo from 12 to 13 June 2023. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Habi Natin – Terno exhibition and Philippine Weave Lecture in commemoration of the 125th Anniversary of the Proclamation of Philippine Independence

Location : Tokyo, Japan

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

Approved Budget : **Six Hundred Fifty Thousand Japanese Yen (¥650,000)**

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 3 April 2023 (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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mr. ANWAR M. ITO

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; hp.calabocal@philembassy.net

20 March 2023, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure the following service, from a reputable company/service provider.

I. Description

Technical service and lease of exhibition paraphernalia and equipment for the project “HABInatin 2023 – Terno Exhibition and Philippine Weaves Lecture” as part of the commemoration of the 125th Anniversary of the Proclamation of Philippine Independence.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed Six Hundred Fifty Thousand Japanese Yen (¥650,000).

III. Deliverables

The company/supplier shall provide the following services:

- Design the physical display for 2 activities as shown below subject to consideration and approval of Tokyo PE:
 - Terno and hand-weaving exhibition on 12 June 2023 (6:30PM-8:00PM) during the Reception for the Commemoration of the Philippines 2023 Independence Day and
 - Two sessions (10:00 – 11:30AM and 12 noon – 1:30PM) of a Lecture with Terno Exhibition and live hand-weaving demonstration on 13 June 2023.

- Design and print promotional banner, provide the necessary materials for the exhibit such as wooden panels and base, lease 14 mannequins, lease 2 hanger racks and creation of the loom subject to the design to be provided by the guest weaver. These actions will be coordinated with and subjected to the consideration and approval of Tokyo PE;
- Install and remove all of these materials and equipment during the above mentioned dates;
- Implement the two activities stated above with Tokyo PE;
- Coordination with Tokyo PE from preparations up to the day of the implementation of the two activities; and
- Provide assistance to Tokyo PE in all activities in relation to these activities.

IV. Pricing

The offered quote or cost of the contract can be in Japanese Yen or Philippine Peso and inclusive of all applicable government taxes and charges, delivery cost, and installation charges.

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 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

20 March 2023

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	Technical service and lease of exhibition paraphernalia	Date of Event: 12 and 13 June 2023		
		Location: BAC-approved hotel in Tokyo		
		Specifications: As stated in the TOR		
		Technical service and lease of exhibition paraphernalia and equipment for the project "HABInatin 2023 – Terno Exhibition and Philippine Weaves Lecture" as part of the commemoration of the 125th Anniversary of the Proclamation of Philippine Independence.		

(Amount in words) _____

The above-quoted prices are inclusive of all delivery costs and applicable taxes, and I undertake to perform said service and/or deliver said goods at the above specified address no later than **3 April 2023**.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details