



**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 in the FY 2024 General Appropriations Act, and chargeable against Post's Capital Outlay (CO), intends to apply the sum of **Thirty Million Japanese Yen (JPY30,000,000)**, the Approved Budget for the Contract (ABC) for the upgrade of the electrical system at the Official Residence of the Ambassador from low voltage to high voltage, which is located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

**Name of Project** : **Upgrading of the Electrical System to High Voltage at the Official Residence of the Ambassador**

**Location** : **1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan**

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

**Approved Budget** : **Thirty Million Japanese Yen (JPY30,000,000)**

Interested contractors are required to submit their duly signed Price Quotation Form (Annex "A") **with detailed cost breakdown**. Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 24 April 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 procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

**Mr. ALVIN C. MALASIG**  
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](mailto:admin.section@philembassy.net)

18 January 2024, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for the upgrading of the electrical system at the Official Residence of the Ambassador hereinafter referred to as the Project, from a reputable company.

**I. Description**

**The project will cover the following works:**

1. Assessment of current electrical power receiving system
2. Design and engineering of high voltage
3. Procurement and installation of equipment and materials
4. Testing and quality assurance

**II. Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) shall not exceed **Thirty Million Japanese Yen (JPY30,000,000)**.

**III. Deliverables and Completion Schedule**

The deliverables of the company in relation to the upgrade to high voltage must include:

1. Detailed Installation Plans: Detailed plans outlining the installation process, including the placement of equipment, wiring diagrams, and safety measures.
2. Installation Schedule: A timeline for the installation process, including milestones and deadlines for completion of each phase.
3. As-Built Drawings: Updated drawings reflecting the as-built condition of the installed high voltage system.
4. Handover Documentation: Documentation for the handover of the upgraded system, including warranties, maintenance schedules (if applicable), and contact information for support.

The Project must be completed within a period of six (6) months from the date of the notice to proceed.

**IV. Pricing**

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful 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 incurring any liability to any proponent.

**VII. Terms of Payment**

Payment shall be made within thirty (30) days upon the Embassy's acceptance of the completed project and submission of all required documents.

**PRICE QUOTATION FORM**

5 April 2024

Philippine Embassy  
5-15-5 Roppongi, Minato-ku  
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation :

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	<b>Upgrade of electrical system at the Official Residence of the Ambassador</b>	Date: To be completed by _____ 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 and complete the same on or before the agreed date.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Contact Details