



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 Republic of the Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through the funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Five Million Five Hundred Thousand Japanese Yen (JPY5,500,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of **Various Repair and Maintenance Works at the Kudan**.

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

Name of Project : Various Repair and Maintenance Works at the Kudan

Location : Official Residence of the Philippine Ambassador to Japan, otherwise known as the "Kudan", 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071

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

Approved Budget : Five Million Five Hundred Thousand Japanese Yen (JPY5,500,000.00)

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 **11 June 2026** (Japan Standard Time). Open quotations/proposals may be submitted in person, through fax at 03-5562-1603, or through email at adminsection@philembassy.net and tokyope.admin@dfa.gov.ph.

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.



Mr. MARX IAN A. RULLODA

Vice 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: adminsection@philembassy.net and tokyope.admin@dfa.gov.ph

11 May 2026

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company or service provider for the procurement of various repair and maintenance works at the Kudan (project).

I. Description

The Embassy requires services of a qualified company or service provider for various repair and maintenance works at the Kudan. The objective of the Project is to secure the services of a qualified construction company which is capable of undertaking the various repair and maintenance works needed for the preservation of the Kudan.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **five Million Five Hundred Thousand Japanese Yen (JPY5,500,000.00)**.

III. Deliverables

The project shall be awarded to a qualified service provider or construction company capable of providing repair and maintenance works, with the following specifications and inclusions:

- A. **Venue location:** Official Residence of the Philippine Ambassador to Japan, otherwise known as the Kudan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071;
- B. **Project timeline:** shall commence on 1 August 2026 until completion;
- C. **Repair and maintenance works:** shall consist of:
 - Interior painting works at the stairwell in Room 220 from the Main Kitchen to the Laundry Room;
 - Interior painting works for the backyard at Room 220;
 - Installation of folding closet doors in Room 114;
 - Installation of a new air conditioner at Room 114;
 - Repair work for the dining table in Room 108; and
 - Repair work for door knobs.
- D. **Inclusions:** the quotation shall include the site management fee and payment of workers and the disposal of all the waste generated from the works; and
- E. **Coordination:** Designation of a point person who shall coordinate with the Embassy.

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 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 Lot	Procurement of various repair and maintenance works at the Kudan			

(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