



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

**BIDS AND AWARDS COMMITTEE**

**BAC RESOLUTION NO. 2023-002**

**RESOLUTION RECOMMENDING, BY REFERENDUM, TO THE HEAD OF POST OF THE PHILIPPINE EMBASSY IN TOKYO, JAPAN TO RESORT TO THE MODE OF PROCUREMENT UNDER GPPB RESOLUTION NO. 28-2017 DATED 31 JULY 2017 FOR THE PROCUREMENT OF CATERING SERVICE FOR THE WELCOME DINNER OF THE AMBASSADOR FOR THE SENATE OF THE PHILIPPINES IN RELATION TO THE PARLIAMENTARY VISIT TO TOKYO ON 3 APRIL 2023 AND THE AWARD TO DI GIORGIO CATERING AND RESTAURANT FOR THE PROCUREMENT OF THE SERVICE**

**WHEREAS**, the Senate of the Philippines to be led by Senate President Juan Miguel F. Zubiri is scheduled to travel to Japan for their Parliamentary visit to Tokyo.

**WHEREAS**, the Philippine Ambassador will hold a welcome dinner for the Senate delegation at the Official Residence of the Ambassador in Kudan on 3 April 2023.

**WHEREAS**, the planning and arrangement of the welcome dinner for the Senators is included in Post's Project Procurement Management Plan (PPMP);

**WHEREAS**, it intends to use the approved budget **One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000)**, chargeable against FY 2023 MOOE of Post;

**WHEREAS**, Republic Act No. 9184, otherwise known as the *Government Procurement Reform Act* and its Implementing Rules and Regulations prescribe for the modernization, standardization and regularization of the procurement of the government;

**WHEREAS**, CIR-397-BAC-2018 dated 15 February 2018 and CIR-2354-OUA-2019 dated 15 October 2019 provided GPPB Resolution No. 28-2017 dated 31 July 2017, prescribing guidelines for overseas procurement of goods and services, infrastructure and consulting services;

**WHEREAS**, under the same resolution, Foreign Service Posts will not be required to post their procurement activities in the PHILGEPS website until the corresponding

facility has become available through the PhilGEPS Modernization Project, the requirement of advertisement of procurement projects through newspapers was dispensed, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

**WHEREAS**, under the GPPB Resolution No. 28-2017, procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out three (3) requests for quotations (RFQ) to at least three suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;

**WHEREAS**, for the procurement of catering service at the Official Residence of the Ambassador in Kudan on 3 April 2023 for 60 persons, the Philippine Embassy requested quotations from three (3) service providers, namely, Imperial Hotel, Maik's Kochloffel and Di Giorgio Catering and Restaurant;

**WHEREAS**, out of the three companies, Di Giorgio Catering and Restaurant responded and submitted the lowest calculated responsive quotation of **One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000)** for the procurement of catering service for the welcome dinner on 3 April 2023 for 60 persons;

**WHEREAS**, the BAC conducted due diligence inquiries on the submission of Di Giorgio Catering and Restaurant and found that its quotation is responsive to BAC's RFQ and that the company is found to be technically, legally, and financially capable supplier;

**NOW, THEREFORE**, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby **RESOLVE** to:

**RECOMMEND**, by referendum, to the Head of the Procurement Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to **the mode of procurement under GPPB Resolution No. 28-2017 dated 31 July 2017, the award of the Contract to Di Giorgio Catering and Restaurant for the procurement of catering service for the welcome dinner for the Senate of the Philippines delegation to be led by Senate President Miguel Zubiri on 3 April 2023 for 60 persons, for the total amount of One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000).**

**Adopted** this 23<sup>rd</sup> day of March 2023, Tokyo, Japan.

  
**ROBESPIERRE L. BOLIVAR**  
Chairperson

**EVANGELINE T. ONG JIMENEZ-DUCROCQ**  
Vice Chairperson

**CHARMAINE A. SERNA-CHUA**  
Member

**JAN KENNETH E. BOLANTE**  
Member

**MARY JOY B. RAMIREZ**  
Member

**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity  
Date Approved: 23 March 2023



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
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**NOTICE OF AWARD**

Date: 24 March 2023

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No.2023-002 dated 23 March 2023, the Philippine Embassy in Tokyo is awarding to Di Giorgio Catering and Restaurant the contract for the procurement of catering service for the welcome dinner of the Ambassador for the Senate of the Philippine delegation to Parliamentary Visit to Tokyo on 3 April 2023, **for the total amount of One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000)** only inclusive of taxes and other lawful charges, subject to the Department of Foreign Affairs' existing accounting and auditing requirement and subject to the signing of the Contract.

Very truly yours,

**MYLENE J. GARCIA-ALBANO**

Ambassador

Head of the Procuring Entity

**MR. GIORGIO MATERA**

Manager, Di Giorgio Catering & Restaurant  
2-5-1 Azabujuban, Minato-ku, Tokyo  
Manivia 7<sup>th</sup> floor  
Tel. No. 03-6447-1122



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**NOTICE TO PROCEED**

Date: 27 March 2023

Sir:

Please be informed that pursuant to the Notice of Award dated 24 March 2023 issued by the Philippine Embassy in Tokyo, Di Giorgio Catering and Restaurant is hereby given this **Notice to Proceed** for the procurement of catering service for the welcome dinner of the Ambassador for the Senate of the Philippine delegation to Parliamentary Visit to Tokyo on 3 April 2023, **for the total amount of One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000)** only inclusive of taxes and other lawful charges.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Act of 2003.

Very truly yours,

**MYLENE J. GARCIA-ALBANO**  
Ambassador

Head of the Procuring Entity

**MR. GIORGIO MATERA**

Manager, Di Giorgio Catering & Restaurant  
2-5-1 Azabujuban, Minato-ku, Tokyo  
Manivia 7<sup>th</sup> floor  
Tel. No. 03-6447-1122



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**TOKYO, JAPAN**

27 March 2023

**Mr. Giorgio Matera**  
Manager

**Letter of Agreement**

Dear **Mr. Matera**,

Mabuhay from the Philippine Embassy in Japan!

We wish to avail of your services as **the provider for the catering service to 60 persons for the Welcome Dinner to be hosted by the Philippine Ambassador for the Senate of the Philippines** in relation to the latter's Parliamentary visit to Tokyo. The said welcome dinner will be held at the Official Residence of the Ambassador in Fujimi at 1-1-1 Fujimi, Chiyoda-ku, Tokyo. We welcome your proposal and quotation as submitted to the Embassy of the Republic of the Philippines in Tokyo, Japan (Tokyo PE).

In view of the foregoing, the Tokyo PE commits to support this project and shall:

- Provide a maximum amount of **One Million Four Hundred Forty Four Thousand Japanese Yen (JPY1,444,000)** only to cover the fees of said catering to provide the deliverables / services enumerated in the conditions stated below;
- Directly release the full amount to Mr. Matera within 15 working days after implementation of activity. This is subject to Mr. Matera's fulfillment of the conditions stated below;
- Cover for all applicable bank charges and wire transfer fees. Bank charges and transfer fees will not be deducted from the total amount of budget stipulated in this Agreement; and
- Send a proof of deposit/remittance of the payment to Mr. Matera.

**Di Giorgio Catering & Restaurant / Mr. Matera, shall provide the following deliverables / services from the date of this Agreement until the culmination of the welcome dinner on 3 April 2023:**

- Set up of the venue at the Official Residence in Kudan;
- Coordination with Tokyo PE and the members of household of the Ambassador during the development of dishes and beverages to be served for the Senators and their staff;
- Provision of dishes and beverages to 60 people in the evening of 3 April 2023; and
- Provide seven (7) waiters during the dinner.

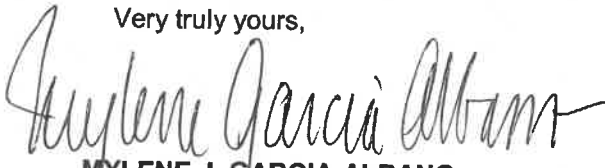
In the event of your unjustified failure to complete or fully implement the Project in accordance with the terms and conditions stipulated in this Agreement, the Tokyo PE may forfeit and terminate this Agreement.

Neither party shall be liable for any failure arising out of compliance with any law, ordinance, regulation, ruling, order or other governmental action arising out of acts of God, fire, flood, war, insurrections, sabotage, accidents, or any other similar circumstance beyond the reasonable control of the party whose performance is affected.

Should you be amenable with the abovementioned terms, please affix your signature below.

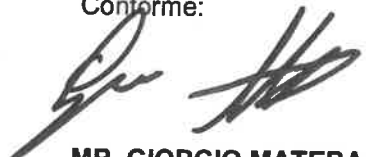
Thank you.

Very truly yours,



**MYLENE J. GARCIA-ALBANO**  
Ambassador

Conforme:



**MR. GIORGIO MATERA**  
Manager, Di Giorgio Catering & Restaurant