



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, ("Embassy") through the authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through its funds for Representation Allowance, intends to apply the sum of **Four Hundred Thousand Japanese Yen (JPY400,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for catering services for the Embassy's hosting of the "Tokyo Women's Club" meeting on 23 May 2025 featuring a Philippine cultural presentation on the Philippine "terno".

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

Name of Project : **Catering Services for the Embassy's Hosting of the "Tokyo Women's Club" Meeting featuring Philippine Cultural Presentation on the Philippine "Terno" on 23 May 2025**

Location : **Official Residence of the Philippine Ambassador to Japan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071**

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

Approved Budget : **Four Hundred Thousand Japanese Yen (JPY400,000.00)**

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 **14 April 2025** (Japan Standard 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 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: admin.section@philembassy.net

04 April 2025, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan (“Embassy”) intends to secure the services of a qualified service provider which can provide catering services for the Embassy’s hosting of the “Tokyo Women’s Club” meeting featuring a Philippine cultural presentation on the Philippine “terno” on 23 May 2025.

I. Description

The Embassy requires services of a qualified service provider which can provide catering services for the Embassy’s hosting of the “Tokyo Women’s Club” meeting on 23 May 2025, at the Official Residence of the Philippine Ambassador to Japan at 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Four Hundred Thousand Japanese Yen (JPY400,000.00)**.

III. Deliverables

The service provider shall be a qualified chef, restaurant or catering company that is capable of providing catering services for the Embassy’s hosting of the “Tokyo Women’s Club” meeting on 23 May 2025, with the following specifications and inclusions:

- A. Catering for eighty (80) pax (buffet style);
- B. For lunch service to begin at 12:00 noon at the Main Dining Room of the Official Residence and other areas of the Official Residence;
- C. Submission of proposed menu and options to the Embassy at least thirty (30) days before the event;
- D. Menu to consist of at least five (5) savory dishes and four (4) desserts;
- E. Menu to feature food items that will promote Philippine cuisine and Philippine products;
- F. Food preparation to be *halal* for the non-pork items;
- G. Provision of containers for the dishes to be served;
- H. Provision of drinks during the event (i.e., wine, soft drinks, juices, coffee and tea) and containers for the drinks;
- I. Provision of identification labels for the dishes, with specifics on key ingredients;
- J. Preparation of food containers for leftovers;
- K. Catering service to include complete food preparation, transportation to the event venue, and professional fees of the caterer and catering personnel;
- L. Cleaning and proper waste disposal of catering items from the event and preparation area.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including delivery).

V. Evaluation Process

The Project shall be awarded to the lowest priced, acceptable, and responsive quotation/offer.

The 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 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 for catering services for the Embassy's hosting of the "Tokyo Women's Club" meeting on 23 May 2025, to be held at the Official Residence of the Ambassador			

(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