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

BAGONG PILIPINAS

Years of Philippines - Japan Friendship
日本-フィリピン友好年
1956 2026

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 funds allotted by the Department of Foreign Affairs-Overseas Voting Secretariat (DFA-OVS), intends to apply the sum of **Five Thousand US Dollars (USD5,000.00) only,** being the Approved Budget for the Contract (ABC) for the procurement of catering services for the Overseas Voting Registration Information and Awareness Campaign.

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

Name of Project	:	Catering Services for the Overseas Voting Registration Information and Awareness Campaign
Location	:	Embassy of the Republic of the Philippines, 5-15-5 Roppongi Minato-ku, Tokyo, Japan 106-8537
Specifications	:	*(Please see attached Annex "A" for complete requirements)*
Approved Budget	:	**Five Thousand US Dollars (USD5,000.00) only**, including taxes and applicable charges

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "B").

Payment shall be the equivalent in Japanese Yen at the time of payment.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **29 October 2026** (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, the Philippine Embassy may be reached at telephone number: 03-5562-1600.

Ms. IHNA ALYSSA MARIE O. SANTOS
Third Secretary and Vice Consul
Head, BAC Secretariat
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Tel.: (03) 5562-1600 local 152
Email: admin.section@philembassy.net

26 October 2026

ANNEX A

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified service provider (Caterer) for the procurement of Catering Services for the Overseas Voting Registration Information and Awareness Campaign (project).

I. Description

The Embassy requires services of a qualified catering company or restaurant capable of providing two (2)-day catering services for the Overseas Voting Registration Information and Awareness Campaign. The objective of the Project is to provide food and refreshments for the Filipino Community to Promote Overseas Voting and Registration.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Thousand US Dollars (USD5,000.00) only,** inclusive of all taxes and other lawful charges.

III. Deliverables

The service provider/ caterer shall be a qualified catering company or restaurant which is capable to provide the following specifications and inclusions:

Project Title	Procurement of Catering Services for the Overseas Voting Registration Information and Awareness Campaign
Event Date	07-08 November 2026
Venue	Embassy of the Republic of the Philippines, 5-15-5 Roppongi Minato-ku, Tokyo, Japan 106-8537
No. of Pax	Catering for ninety (90) pax
Requirements	1. Catering service to begin at 10:00 am at the Embassy 2. Menu to consist of morning and afternoon snacks, and food/drinks for lunch, including dessert; 3. On-site food setup and arrangements; 4. Provision of containers for the dishes to be served, including paper plates, disposable cups, utensils (spoons and forks), tissues/napkins, etc.; 5. Provision of bottled water and ice, juice, coffee and tea; 6. Catering service to include complete food preparation,

	transportation to the event venue, and professional fees of the caterer, catering personnel, and servers; and 7. Cleaning and proper waste disposal of catering items from the event and preparation area.
Coordinator	The Caterer shall appoint a point person who shall manage communications with the Embassy for the catering service.

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 Catering Services for the Overseas Voting Registration Information and Awareness Campaign			

(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