



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 – Public Diplomacy Sections' Fund, intends to apply the sum of **Three Hundred Thousand Japanese Yen (JPY300,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of catering services for the reception for "Escape from Japan".

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

Name of Project : Catering Services for the Reception for "Escape from Japan"

Location : Omotesando HALL Ten (表参道HALL店), 開催場所：グレイドパーク表参道 📍〒107-0061 東京都港区北青山3丁目5-14 青山鈴木硝子ビル B1F (Omotesando HALL Ten (Omotesando HALL Store), Venue: Grade Park Omotesando 📍B1F, Aoyama Suzuki Glass Building, 3-5-14 Kita-Aoyama, Minato-ku, Tokyo 107-0061)

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

Approved Budget : Three Hundred Thousand Japanese Yen (JPY300,000.00)

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 **13 March 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, 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

13 February 2026

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified restaurant or caterer for the procurement of catering services for the reception for "Escape from Japan" (project).

I. Description

The Embassy requires services of a qualified restaurant or caterer for the procurement of catering services for the reception for "Escape from Japan". The Embassy, in partnership with the Youtube channel "Escape from Japan" and in coordination with the Philippine Retirement Authority (PRA), shall host a reception for a cultural exchange event promoting the Philippines as a migration destination for Japanese nationals on 16 April 2026. The Embassy requires the services of a qualified restaurant or caterer who can provide the food and refreshments for the event, featuring Philippine dishes and ingredients which will entice the event participants to travel to the Philippines as a migration destination.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Hundred Thousand Japanese Yen (JPY300,000.00)**.

III. Deliverables

The procurement of catering services for the reception for "Escape from Japan" shall be awarded to a qualified restaurant or caterer, with the following specifications and inclusions:

1. **Event Date:** 16 April 2026;
2. **Event Duration:** 2.5 hours, Start Time 7:00 PM JST, End Time 9:30 PM JST;
3. **Type of Event:** buffet-cocktail mix;
4. **Event Location:** 開催場所：グレイドパーク表参道 📍〒107-0061 東京都港区北青山 3丁目5-1 4 青山鈴木硝子ビル B1F;
5. **Function Room:** Omotesando HALL Ten (表参道HALL店);
6. **Number of Guests:** 100 pax;
7. **Menu:** Filipino-inspired cocktail reception consisting of an appetizer, dessert, and beverages consisting of cocktails and soft drinks;
8. **Set-Up and Decorations:** the buffet shall be arranged in a cocktail-style reception with an elegant platter presentation for the appetizers, a dedicated section for Filipino desserts, a cocktail and beverage station with an organized flow for easy guest access, using decorative elements inspired by Filipino aesthetics;
9. **Logistics & Event Support:**
 - Buffet table arrangement and food presentation
 - Serving trays and food platters
 - Disposable plates
 - Disposable cups and cocktail glasses

- Forks and spoons
- Tissues / napkins
- Food preparation and transport logistics
- On-site food setup and arrangement

10. **Cleaning and Waste Disposal:** all fees for cleaning and all disposal of waste generated on account of the catering service shall be included in the contract sum; and

11. **Coordinator:** the Caterer shall appoint a point person who shall manage communications with the Embassy for the catering service.

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 catering services for the reception for "Escape from Japan"			

(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