



**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, through the authorized appropriations in the FY 2024 General Appropriations Act, and chargeable against Post's Capital Outlay (CO), intends to apply the sum of **Seven Hundred Fifty Thousand Japanese Yen (JPY750,000)**, the Approved Budget for the Contract (ABC) for the electrical work for installing outlets in the porch garden of the Official Residence of the Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

**Name of Project** : **Electrical Work for Installation of Outlets in the Porch Garden**

**Location** : **1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan**

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

**Approved Budget** : **Seven Hundred Fifty Thousand Japanese Yen (JPY750,000)**

Interested contractors are required to submit their duly signed Price Quotation Form (Annex "A"). Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 5 February 2024 (Japan 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 procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

**Mr. ALVIN C. MALASIG**

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](mailto:admin.section@philembassy.net)

29 January 2024, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for the electrical work for installing outlets in the porch garden of the Official Residence of the Ambassador.

**I. Description**

The project involves the installation of outdoor electrical or power supply for garden lights in the porch garden. The installation of garden lights will be carried out in accordance with the approved plan for garden landscaping work.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Seven Hundred Fifty Thousand Japanese Yen (JPY750,000)**.

**III. Deliverables and Completion Schedule**

The company/supplier shall provide the Philippine Embassy the garden lights electrical outlet installation that meets the minimum specifications. The Project must be completed by 13 March 2024.

**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 any proponent.

**VII. Terms of Payment**

Payment shall be made within fifteen (15) days upon the Embassy's acceptance of the completed project and submission of all required documents, unless a different mode is requested and acceptable to both parties. .

**PRICE QUOTATION FORM**

30 January 2024

Philippine Embassy  
5-15-5 Roppongi, Minato-ku  
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation :

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	<b>Electrical Work for Installing Outlets in the Porch Garden</b>	Date: To be completed by 29 February 2024		

(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 and complete the same on or before the agreed date.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Contact Details