



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 under its Maintenance and Other Operating Expenses (MOOE) – Office Supplies Expense, intends to apply the sum of **Six Hundred Thousand Japanese Yen (JPY600,000.00)** only, being the Approved Budget for the Contract (ABC) for the procurement of various office supplies for the Diplomacy Program of the Philippine Embassy for the third quarter of Calendar Year (CY) 2026.

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

Name of Project : **Procurement of Various Office Supplies for the Diplomacy Program of the Philippine Embassy for the third quarter of CY 2026.**

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 : **Six Hundred Thousand Japanese Yen (JPY600,000.00) only**

Payment : **Send Bill Arrangement**

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 **02 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, you may contact the Philippine Embassy 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

28 September 2026

ANNEX A**TECHNICAL SPECIFICATIONS**

No.	Unit	Description Quantity	Quantity
1	pack	Sticky Notes, 50x50mm, 5 pads x 10 boxes	1
2	pack	Sticky Notes, 75x75mm, 5 pads x 10 boxes	1
3	pack	Sticky Notes, 50x15mm, 1 box (50 pads)	3
4	pack	Sticky Notes, 50x50mm, 1box (10 pads)	3
5	pack	Clear Holder, A4 size, 1 box (600 sheets)	2
6	pack	Copy Paper, A4 size, 1 box (5000 sheets)	25
7	pack	Copy Paper, A3 size, 1 box (2500 sheets)	1
8	pack	Colored Paper, Pink, A4 size, 1 pack (500 sheets)	1
9	pack	Colored Paper, Pink, A4 size, 1 pack (500 sheets)	1
10	pack	Colored Paper, Pink, A4 size, 1 pack (500 sheets)	1
11	pack	Colored Paper, Pink, A4 size, 1 pack (500 sheets)	1
12	pack	Sticky Notes, 75x25mm, 1 box (50 pads)	3
13	pack	Sticky Notes, 75x127mm, 5pads x 10	1
14	pack	Glue Stick, 20 sticks / pack	2
15	pack	Liquid Glue, 10 bottles / pack	1
16	pack	Cloth Tape, 50mm x 25m, Brown, 1 box (30 rolls)	1
17	pack	Cellophane Tape, 18mm x 35m, 50 rolls / pack	1
18	roll	Double sided tape, 3cm x 3m, 1 roll	5
19	pack	Double sided tape, 20mm x 20m, 5 rolls / pack	1
20	pack	Permanent Markers, Black, 10 pcs / pack	1
21	pack	Permanent Markers, Blue, 10 pcs / pack	1
22	pack	Gel Pen, Blue, 10 pens / pack	3

23	piece	Desk Pen Stand	1
24	piece	Ballpoint Desk Pen, Black	1
25	piece	Highlighter, Yellow	1
26	pack	Highlighter, 5 color set	2
27	pack	Correction Tape, 5mm x 8m, 1 pack (4 units)	10
28	bag	Rubber Band, 1 bag (1kg)	2
29	pack	Envelope, size 8, 1000 pcs / pack	2
30	pack	Envelope, A3 Size, 250 pcs / pack	1
31	roll	Rope, 4mm x 50m, 1 roll	3
32	pack	Clear File, A4 size, 10 files / pack	1
33	set	Stapler, Assorted Set, 1 set	1
34	unit	Stapler, 1 unit	2
35	pack	Staples, No.11-1M, 1 pack (10 boxes)	3
36	pack	Staples, No. 11-10mm, 1 pack (10 boxes)	3
37	pack	Notebook, Semi-B5, 5 pcs / pack	2
38	set	Tissue Paper, 10 pcs / set	2
39	set	Printer Photo Paper, A4, 1 set (50 sheets x 3 packs)	1
40	pack	Printer Photo Paper, 2L size, 20 sheets / pack	5
41	pack	Paper Clips, Large, 100 pcs / pack	1
42	pack	Folders, A4, 40 sheets / pack	4
43	pack	Paper Fasteners, Brass, 50 pcs / pack	1
44	set	Water, 210 ml, 160 bottles / set	2
45	set	Water, 410 ml, 80 bottles / set	1
46	pack	Alcohol, 20L refill pack	2
47	piece	Alcohol, 500 ml, Bottle	1
48	set	Coffee creamer, 4.5 ml, 600 pcs / set	1

49	pack	Coffee pods, Caramello, 50 cups / pack	1
50	pack	Coffee pods, Forte, 50 cups / pack	1
51	pack	Coffee pods, Colombia, 50 cups / pack	1
52	set	Green Tea Bags, 1 set (50 bags x 3 boxes)	1
53	box	Stick Sugar, 3g, 300 sticks / box	1
54	set	Pen, 0.5mm, Black, 20 pens / set	1
55	unit	Toner cartridge 312, Monochrome	5
56	pack	Labels, A4, 20 sheets / pack	100
57	pack	Clear File Refills (Stick Type)	10

A. Pricing

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

B. 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.

C. 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 Unit 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 Various Office Supplies for the Diplomacy Program of the Philippine Embassy for the Calendar Year (CY) 2026			

(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