



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), intends to apply the pre-approved budget of **Five Hundred Thousand Japanese Yen (JPY500,000.00)** in the Embassy's indicative Annual Procurement Plan (iAPP) for 2026 for the procurement for inspection and maintenance services for the high voltage cubicle at the Official Residence.

Interested service providers are informed that this is an **Early Procurement Activity**, and that the award of contract for the Project shall commence upon the approval and effectivity of the funding source or its budget authorization document.

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

- Name of Project** : **Inspection and Maintenance Services for the High Voltage Cubicle at the Official Residence**
- 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)*
- Budget** : **Five Hundred Thousand Japanese Yen (JPY500,000.00)**

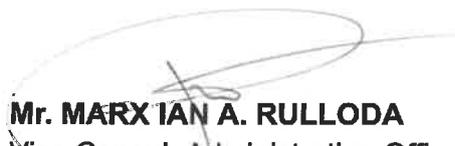
Interested service providers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **10 November 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

08 July 2025

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified service provider who can provide inspection and maintenance services for the high voltage cubicle at the Official Residence (Project).

I. Description

The Embassy requires services of a qualified service provider who can provide inspection and maintenance services for the high voltage cubicle at the Official Residence. The Project shall commence on 1 January 2026 and shall end on 31 December 2026. The service provider shall possess the necessary licenses and qualifications for the inspection and maintenance of high voltage cubicles under the laws of Japan, and shall provide monthly inspection and maintenance services to the high voltage cubicle installed at the Official Residence.

II. Budget for the Contract

The budget for the Project shall not exceed **Five Hundred Thousand Japanese Yen (JPY500,000.00)**.

III. Deliverables

The service provider shall be capable of providing monthly inspection and maintenance services to the high voltage cubicle installed at the Official Residence, with the following specifications and inclusions:

- A. **Project Location** – Official Residence of the Philippine Ambassador to Japan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071;
- B. **Qualifications** – the service provider must possess the necessary license and be qualified to perform monthly inspections and maintenance work for high voltage cubicles under Act No. 87 of 2005 or the *Electricity Business Act* and Act No. 71 of 2018 or the *Industrial Safety and Health Act*;
- C. **Commencement** – shall commence on 1 January 2026 and shall end on 31 December 2026;
- D. **Frequency of Inspections** – twice a month;
- E. **Equipment** – service provider must use own equipment; and
- F. **Coordination** – service provider shall provide contact information to a point person from the Embassy and shall coordinate with the point person on the acceptable schedules for the inspection and maintenance.

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 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 in installments every month after the complete bi-monthly inspection and maintenance of the high voltage cubicle 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 for inspection and maintenance services for the high voltage cubicle at the Official Residence			

(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