



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 for Fiscal Year (FY) 2024 of the General Appropriations Act (GAA), chargeable against the Building Fund (BF) from the General Fund of the Embassy, intends to apply the sum of **One Million Seven Hundred Thousand Japanese Yen (JPY1,700,000)** being the Approved Budget for the Contract (ABC) for the procurement for the installation of additional partitions at the Embassy's Economics-Political-Cultural-Public Diplomacy Area and minor construction works in the Embassy Chancery.

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

Name of Project : Procurement for the Installation of Additional Partitions at the Embassy's Economics-Political-Cultural-Public Diplomacy Area and Minor Construction Works in the Embassy Chancery

Location : Chancery of the Embassy of the Republic of the Philippines, 5 Chome-15-5 Roppongi, Minato City, Tokyo 106-8537

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

Approved Budget : One Million Seven Hundred Thousand Japanese Yen Only (JPY1,700,000.00)

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 **22 November 2024** (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. FATIMA G. QUINTIN
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

2 September 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company which can provide the installation of additional partitions in the Embassy's Economics-Political-Cultural-Public Diplomacy Area and minor construction works in the Embassy Chancery, for the service period of November 2024 onwards.

I. Description

Procurement for the installation of additional partitions in the Embassy's Economics-Political-Cultural-Public Diplomacy Area and minor construction works in the Embassy Chancery for the service period of November 2024 onwards.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Million Seven Hundred Hundred Thousand Yen (JPY1,700,000)**.

III. Deliverables

The company/supplier shall be a qualified service provider / company that is capable of providing construction services for the Embassy with the following specifications and inclusions:

- A) Installation of a steel partition (room-type) in the pantry area of the Economics-Political-Cultural-Public Diplomacy Area at 1F of the Philippine Embassy Chancery: panel variation of white color with black edges at the bottom, with the same material as the existing partitions at the Economics-Political-Cultural-Public Diplomacy Area for uniformity;
- B) The room-type partition at the pantry area must also have a glass top, and an identical doorframe with existing partitions;
- C) Keys to the room-type partition must be provided, with at least one (1) duplicate;
- D) Installation of an office plaque (white) bearing the words "VAW DESK" outside the Violence Against Women Room at the Consular Area at the Chancery's Basement – must be at eye-level using the same font as existing office signages at the Embassy;
- E) Inclusion of the words "PUBLIC DIPLOMACY" with the existing markers at the inner and outer doors of the Economics-Political-Cultural-Public Diplomacy Area (Helvetica font);
- F) Installation of the words "PLEASE KEEP THIS DOOR CLOSED" at eye-level at the glass doors installed at the hallway between the stairwell to the Consular area and the Conference Rooms (Helvetica font);
- G) Wall and carpet patching at the following areas: Political Section copier area, at the new room-type partition area and behind the steel metal cabinets adjacent to the Cultural Diplomacy Officer's Room.

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 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	Procurement for the installation of additional partitions in the Embassy's Economics-Political-Cultural-Public Diplomacy Area and minor construction works in the Embassy Chancery for the service period of November 2024 onwards.			

(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