



**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 Fiscal Year (FY) 2024 General Appropriations Act (GAA), and chargeable against the Embassy's General Fund through its Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **One Million Japanese Yen (JPY1,000,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the upgrade of the information technology and audio-visual equipment of the Embassy.

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

- Name of Project** : **Upgrade of the Information Technology and Audio-Visual Equipment of the Embassy**
- 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** : **One Million Japanese Yen (JPY1,000,000.00)**

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

28 October 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 information technology and audio-visual company/service provider which can provide the procurement for the upgrade of the information technology and audio-visual equipment of the Embassy.

**I. Description**

Procurement for the upgrade of the information technology and audio-visual equipment of the Embassy.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Million Japanese Yen (JPY1,000,000.00)**.

**III. Deliverables**

The company/supplier shall be a qualified service provider / information technology and audio-visual company that is capable of providing information technology and audio-visual equipment for the upgrading of the Embassy's systems, with the following specifications and inclusions:

- A) The installation and set-up of the equipment shall be included in the quotation;
- B) The company shall provide its own personnel for the installation and set-up;
- C) The company shall provide a site coordinator or manager who can coordinate and communicate with the Embassy on the preferred set-up for the equipment;
- D) The company shall handle the delivery of the equipment;
- E) The company shall handle the disposal of any waste generated from installing and setting up the equipment;
- F) The company shall take care not to cause any damage;
- G) An English interface shall be set up for the systems, if possible;
- H) Provision of the following equipment:
  - a) Four (4) units of hard drives, engineered specifically for surveillance to help withstand the elevated heat fluctuations and equipment vibrations within Network Video Recorder (NVR) environments, with at least 2TB for each hard drive;
  - b) Twenty-five (25) units of high-definition smart monitors, with liquid crystal display, at least 25 inches width, with accessories included;
  - c) One (1) unit of a USB camera, with minimum specifications of HD 4K video at 30fps;
  - d) One (1) unit of a wireless microphone speaker, with at least 5m radius, 360 degrees sound collection.

**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 upgrade of the information technology and audio-visual equipment of the Embassy			

(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