



**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 Regular Agency Fund – General Fund, intends to apply the sum of **Three Hundred Thousand Japanese Yen (JPY 300,000.00)** being the Approved Budget for the Contract (ABC) for the **lease of aroma diffusers for the Embassy's Chancery**. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

- Name of Project** : Lease of Aroma Diffusers for the Embassy's Chancery
- Location** : Philippine Embassy Chancery, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan
- Specification** : *(Please see attached Annex "A" for complete requirements)*
- Approved Budget** : Three Hundred Thousand Japanese Yen (JPY 300,000.00)

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

Payment shall be in Japanese Yen.

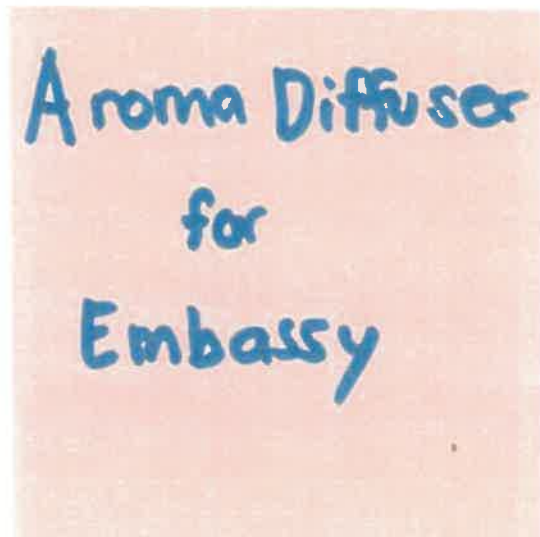
The deadline for submission of quotations/proposals is on or before 12:00 noon of 05 August 2024 (Japan Time). Open quotations/proposals may be submitted in person or through fax at 03-5562-1603.

The Embassy reserves the right to accept or reject any quotation, to annul the 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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

**Ms. FATIMA G. QUINTIN**   
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)

02 August 2024, Tokyo, Japan



## **ANNEX A**

### **TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a company which can lease one (1) unit of aroma diffusers for the Embassy's Chancery for a year.

**I. Description**

Annual lease of one (1) unit of aroma diffuser for the Philippine Embassy Chancery to address the mold and mildew smells due to the age of the buildings.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Hundred Thousand Japanese Yen (JPY 300,000.00)**.

**III. Deliverables**

The company/supplier shall provide the Philippine Embassy with one (1) aroma diffuser unit.

**IV. Pricing**

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including driver's wages).

**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 annually and upon completion of the contract 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	Aroma Diffuser	Capable of getting rid of mold and mildew smells		

(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