



**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 sourced from the funds from the National Commission for Culture and the Arts (NCCA), intends to apply the sum of **Two Hundred Ninety Thousand Eight Hundred Japanese Yen (JPY290,800)** being the Approved Budget for the Contract (ABC) for the procurement for the lease of display cabinets and sets, for the event on Philippine Heritage Jewelry, to be held on 15 November 2024.

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

**Name of Project** : **Procurement for the Lease of Display Cabinets and Sets for the Event on Philippine Heritage Jewelry**

**Location** : **Official Residence of the Philippine Ambassador to Japan, 1-1-1 Fujimi, Chiyoda-ku, Tokyo**

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

**Approved Budget** : **Two Hundred Ninety Thousand Eight Hundred Japanese Yen (JPY290,800)**

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 **08 October 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)

01 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 company which can provide services procurement for the lease of display cabinets and sets, for the event on Philippine Heritage Jewelry, to be held on 15 November 2024.

**I. Description**

Procurement for the lease of display cabinets and sets, for the event on Philippine Heritage Jewelry, to be held on 15 November 2024.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Five Thousand Philippine Pesos (PHP105,000) or around Two Hundred Ninety Thousand Eight Hundred Japanese Yen (JPY290,800).**

**III. Deliverables**

The company/supplier shall be a qualified service provider / company that is capable of leasing equipment for the event on Philippine Heritage Jewelry, with the following specifications and inclusions:

- A) The leased items are display cabinets and display sets for fine jewelry;
- B) One cabinet shall have a landscape orientation;
- C) One cabinet shall have a portrait orientation;
- D) The display set shall be black, preferably with velvet lining or cushioning;
- E) The lease of items should include the shipment and delivery of the leased items.

**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 lease of display cabinets and sets, for the event on Philippine Heritage Jewelry, to be held on 15 November 2024.			

(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