



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 the funds allotted by the National Commission on Culture and the Arts (NCCA) for the Embassy, intends to apply the sum of **Two Hundred Thousand Japanese Yen (JPY200,000)** being the Approved Budget for the Contract (ABC) for the procurement for the Lease of vertical square display stands for the activities and cultural exhibits in commemoration of the 126th Anniversary of the Proclamation of Philippine Independence and the 5th Founding Anniversary of the Bangsamoro Autonomous Region in Muslim Mindanao. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

- Name of Project** : Lease of vertical square display stands for the activities and cultural exhibits in commemoration of the 126th Anniversary of the Proclamation of Philippine Independence and the 5th Founding Anniversary of the Bangsamoro Autonomous Region in Muslim Mindanao.
- Location** : Lobby of the Philippine Embassy Chancery, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan
- Specifications** : *(Please see attached Annex "A" for complete requirements)*
- Approved Budget** : Two Hundred Thousand Japanese Yen (JPY200,000)

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 July 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 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

01 July 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 lease vertical display stands for the activities and cultural exhibits in commemoration of the 126th Anniversary of the Proclamation of Philippine Independence and the 5th Founding Anniversary of the Bangsamoro Autonomous Region in Muslim Mindanao.

I. Description

Lease of vertical display stands for the exhibit on "Weaving the Bangsamoro Identity", as part of the activities for the 126th Anniversary of the Proclamation of Philippine Independence and the 5th Founding Anniversary of the Bangsamoro Autonomous Region in Muslim Mindanao, to be conducted in the lobby of the Philippine Embassy Chancery from 5 to 8 August 2024.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Hundred Thousand Japanese Yen (JPY200,000)**.

III. Deliverables

The company/supplier shall be a qualified rental company which is capable of providing vertical display stands for the exhibits and activities of the Embassy's Cultural Section, with the following specifications:

- A) **(No. of Stands)** vertical square display stand preferably with the following dimensions: width 430cm x depth 430cm height 600m;
- B) **(No. of Stands)** vertical square display stand preferably with the following dimensions: width 430cm x depth 430cm height 900m; and
- C) White or neutral color for the stands.

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	<u>Lease of vertical display stands for the exhibit on "Weaving the Bangsamoro Identity", as part of the activities for the 126th Anniversary of the Proclamation of Philippine Independence and the 5th Founding Anniversary of the Bangsamoro Autonomous Region in Muslim Mindanao, to be conducted in the lobby of the Philippine Embassy Chancery from 5 to 8 August 2024.</u>			

(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