



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 Republic of the Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund under its Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00) only**, being the Approved Budget for the Contract (ABC) for the procurement of lease of motor vehicles for the transportation of Embassy personnel and family members during the ASEAN Committee in Tokyo (ACT) Family Day event (project).

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

- Name of Project** : Procurement of lease of motor vehicles for the transportation of Embassy personnel and family members during the ASEAN Committee in Tokyo (ACT) Family Day event
- Specifications** : *(Please see attached Annex "A" for complete technical specifications)*
- Approved Budget** : Not to exceed One Hundred Fifty Thousand Japanese Yen (JPY150,000.00) only, including taxes and applicable charges
- Payment** : Send bill arrangement

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "B") together with necessary and relevant documents to support their proposal.

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **07 October 2026** (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, the Philippine Embassy may be reached at telephone number: 03-5562-1600.

Ms. IHNA ALYSSA MARIE O. SANTOS
Third Secretary and Vice Consul
Head, BAC Secretariat
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Tel.: (03) 5562-1600 local 152
Email: admin.section@philembassy.net

01 October 2026

ANNEX A**TECHNICAL SPECIFICATIONS**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to lease motor vehicles for the transportation of Embassy personnel and family members during the ASEAN Committee in Tokyo (ACT) Family Day event (project) with the following minimum requirements:

Project	Lease of Motor Vehicle for the Transportation of Embassy Personnel and family members during the ASEAN Committee in Tokyo (ACT) Family Day Event	
Date	10 October 2026 (Saturday), 8:00 AM to 5:00 PM	
Approved Budget for the Contract (ABC)	Not to exceed One Hundred Fifty Thousand Japanese Yen (JPY150,000.00) only, including taxes and applicable charges	
Description		
Quantity	Item Description	Capacity
1	Mini bus/Coaster	24-seater
1	Van	12-seater
Passengers	Philippine Embassy Officials, staff, and family members	
Deliverables	To transport passengers to and from the venue of the ASEAN Family Day event: <u>Yumenoshima Park, Koto, Tokyo.</u> Pick-up location (near Embassy premises) / ETD: Don Quijote Roppongi / 0800H-0830H Drop-off location / ETD from Yumenoshima Park to drop off location (near Embassy premises): Don Quijote Roppongi / 1500H-1600H	
Other Requirements	1. To include services of drivers 2. Provision of gasoline/fuel, toll, parking fees, and overtime fees, if necessary 3. Names and contact numbers of drivers, as well as the details of the vehicles should be furnished in advance to the Embassy's Officer-in-Charge 4. The total quoted price must already account for service based on the above requirements	

	5. The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges.
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.
Terms of Payment	Payment shall be made after the complete delivery of the service, and upon receipt of the invoice by the Finance Section of the Philippine Embassy.

ANNEX B**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 Lot	Procurement of Lease of Motor Vehicles for the the transportation of Embassy personnel and family members during the ASEAN ASEAN Committee in Tokyo (ACT) Family Day Event			

(Amount in words) _____

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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