EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
フィリピン 共和国 大使館
TOKYO, JAPAN

BAGONG PILIPINAS

Years of Philippines - Japan Friendship
日本・フィリピン友好年
1956 2026

REQUEST FOR QUOTATION/PROPOSAL

The Embassy of the Philippines in Tokyo, Japan, through the authorized appropriations in the Fiscal Year (FY) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund, intends to apply the sum of **Two Hundred Seventy Thousand Japanese Yen (JPY270,000.00)** only, being the Approved Budget for the Contract (ABC) for the procurement for the lease of parasol heaters for the event "Philippine Festival Tokyo 2026," from 27 to 29 November 2026.

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

Name of Project	:	**Procurement for the lease of parasol heaters for the event "Philippine Festival Tokyo 2026"**
Location	:	**Philippine Festival Tokyo 2026 Event Venue, Yoyogi Park, 2-1 Yoyogikamizonocho, Shibuya, Tokyo 151-0052**
Specifications	:	***(Please see attached Annex "A" for complete requirements)***
Approved Budget	:	**Two Hundred Seventy Thousand Japanese Yen (JPY270,000.00)**
Payment	:	**Send bill arrangement**

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

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **12 November 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, you may contact the Philippine Embassy 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

09 November 2026

ANNEX A

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 the lease of parasol heaters for the event "Philippine Festival Tokyo 2026," from 27 to 29 November 2026.

I. Description

The Embassy requires services of a qualified company which can provide the lease of parasol heaters for the event "Philippine Festival Tokyo 2026," from 27 to 29 November 2026.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Hundred Seventy Thousand Japanese Yen (JPY270,000.00)** only.

III. Deliverables

The company shall be a qualified rental company that is capable of leasing parasol heaters for the event "Philippine Festival Tokyo 2026," from 27 to 29 November 2026, with the following specifications and inclusions:

A) Parasol Heater – for outdoor use, four (4) individual units;
B) Support equipment and accessories for the use of parasol heaters outdoors, if necessary:
   i) Generators – for outdoor use, capable of power generation for all of the parasol heaters for the duration of the festival;
   ii) Fuel – sufficient for the duration of the festival;
   iii) Extension cords
   iv) any other necessary equipment.
D) Delivery and set-up of equipment – delivery of the parasol heaters, generators and support equipment and accessories for the duration of the festival;
C) Provision of personnel and equipment for the delivery and retrieval of the parasol heaters, generators and support equipment and accessories before and after the festival.

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 parasol heaters for the event "Philippine Festival Tokyo 2026," from 27 to 29 November 2026			

(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