



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 **One Million Three Hundred Eighty-Five Thousand Japanese Yen (JPY1,385,000.00)** being the Approved Budget for the Contract (ABC) for the procurement for the lease of vehicles for the event "Philippine Christmas Concert 2024".

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

Name of Project : **Procurement for the Lease of Vehicles for the Event "Philippine Christmas Concert 2024"**

Location : **Pick-ups and Departures at the Service Area of Narita Airport, the Embassy of the Philippines 5-15-5 Roppongi, Akasaka Civic Center, and Lodging Accommodation of Choirs within Minato-ku, Tokyo**

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

Approved Budget : **One Million Three Hundred Eighty-Five Thousand Japanese Yen (JPY1,385,000.00)**

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 **16 July 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

05 November 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 transportation company/service provider which can provide the procurement for the lease of vehicles for the event “Philippine Christmas Concert 2024”.

I. Description

Procurement for the lease of vehicles for the event “Philippine Christmas Concert 2024”, for the service period of 8 to 13 December 2024.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Thousand Philippine Pesos (PHP500,000.00) or around One Million Three Hundred Eighty-Five Thousand Japanese Yen (JPY1,385,000.00).**

III. Deliverables

The company/supplier shall be a qualified service provider / transportation company that is capable of leasing vehicles to the Embassy for the event “Philippine Christmas Concert 2024” with the following specifications and inclusions:

A) The transportation routes and schedules shall be as follows:

- i) 8 Dec – Narita Airport at 5:00a.m., arrival of University of Santo Tomas (UST) Singers; inside Tokyo, rent up to 6:00p.m.;
- ii) 11 Dec – event date, inside Tokyo from 9:00a.m to 6:00p.m.;
- iii) 13 Dec – Departure of UST Singers, inside Tokyo hotel to Narita Airport from 11:30a.m. onwards;
- iv) 9 Dec – Narita Airport at 2:10p.m. to Tokyo, arrival of Mandaluyong Children’s Choir;
- v) 11 Dec – 9:00a.m. to 9:00p.m. for Event Day;
- vi) 13 Dec – 11:30a.m. Tokyo to Narita Airport, departure of Mandaluyong Children’s Choir.

B) Price should include the toll fees for the routes to be taken and fuel refilling;

C) Company/supplier shall provide its own licensed drivers for the vehicles;

D) Vehicles shall be roadworthy and capable of performing the routes and schedules specified; and

E) Company/supplier should provide vehicles capable of accommodating at least 20 passengers per vehicle.

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 vehicles for the event "Philippine Christmas Concert 2024", for the service period of 8 to 13 December 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