



**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, and chargeable against Post's Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **One Hundred Eighty Thousand Japanese Yen (JPY180,000)**, being the Approved Budget for the Contract (ABC) for the **lease of vehicles for 29 July 2024 for Philippine officials and delegates visiting Tokyo for "A Forum on the Role of Filipinologists and Philippine Studies in Deepening Mutual Understanding"**, as one of the activities for the Philippines-Japan Friendship Month.

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

**Name of Project** : Lease of vehicles for 29 July 2024 for Philippine Officials and Delegates Visiting Tokyo for "A Forum on the Role of Filipinologists and Philippine Studies in Deepening Mutual Understanding"

**Location** : Round-trip transportation for all Philippine officials, delegates and the Embassy's event organizers from 5-2-2 Kotobashi, Sumida to the event location at the Azabu Civic Center, Civic Hall, 5-16-45 Roppongi, Minato City, Tokyo

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

**Approved Budget** : One Hundred Eighty Thousand Japanese Yen (JPY180,000)

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 17 June 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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

**Ms. FATIMA G. QUINTIN**   
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)

10 June 2024, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to lease vehicles, with drivers, for the event “A Forum on the Role of Filipinologists and Philippine Studies in Deepening Mutual Understanding” scheduled on 29 July 2024 at the Azabu Civic Center, Minato City, Tokyo, as one of the activities for the Philippines-Japan Friendship Month.

**I. Description**

Lease of vehicles for 29 July 2024 for Philippine officials and delegates visiting Tokyo for “A Forum on the Role of Filipinologists and Philippine Studies in Deepening Mutual Understanding”.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Eighty Thousand Japanese Yen (JPY180,000)**

**III. Deliverables**

The company/supplier shall provide the Philippine Embassy with at least two (2) vehicles with two (2) qualified drivers that can accommodate at least thirty-four (34) passengers, consisting of Philippine officials, delegates and the Embassy’s event organizers, for a round-trip from 5-2-2 Kotobashi, Sumida to the event location at the Azabu Civic Center, Civic Hall, 5-16-45 Roppongi, Minato City, Tokyo. Both the vehicles and the drivers must be available from 10:00am until 6:00pm on 29 July 2024.

**IV. Pricing**

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including the driver’s wages).

**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 within fifteen (15) days upon delivery/completion of each service required and upon receipt of the original bill/invoice by Tokyo PE.

## 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)
	Lease of vehicles			

(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