



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 **Three Hundred Eighty-Five Thousand Pesos (PHP385,000) or One Million Five Thousand Two Hundred Ninety-Three Japanese Yen (1,005,293.00)** being the Approved Budget for the Contract (ABC) for the procurement for the lease of venue for day 2 of the event "Philippine Weave Experience" with Hibla Pilipinas.

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

Name of Project : Lease of Venue for Day 2 of the Event "Philippine Weave Experience" with Hibla Pilipinas

Location : Hotels near the vicinity of the Embassy of the Republic of the Philippines at 5-15-5 Roppongi, Minato-ku, Tokyo 106-8537

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

Approved Budget : Three Hundred Eighty-Five Thousand Pesos (PHP385,000) or One Million Five Thousand Two Hundred Ninety-Three Japanese Yen (1,005,293.00)

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

2 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 provide the lease of venue for day 2 of the event "Philippine Weave Experience" with Hibla Pilipinas.

I. Description

Lease of venue for day 2 of the event "Philippine Weave Experience" with Hibla Pilipinas.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Hundred Eighty-Five Thousand Pesos (PHP385,000) or One Million Five Thousand Two Hundred Ninety-Three Japanese Yen (1,005,293.00).**

III. Deliverables

The company/supplier shall be a qualified service provider / company that is capable of leasing a venue or reception area to the Embassy for day 2 of the event "Philippine Weave Experience" with the following specifications and inclusions:

- A) The venue or reception area must be available at 4 October 2024, 14:00 to 16:00, with round-table style tables;
- B) The venue or reception area must be capable of accommodating at least fifty (50) participants;
- C) The venue or reception hall must be located in a vicinity which shall be in close proximity to the Embassy of the Republic of the Philippines at 5-15-5 Roppongi, Minato-ku, Tokyo 106-8537, preferably not exceeding a forty-five (45) minutes drive or commute from the Embassy;
- D) Venue must have a basic sound system and projection set-up, and have a simple stage or podium area for the weave demonstrations;
- E) Venue must permit the bringing in of weave materials;
- F) Venue must permit the weave demonstration and weave crafting for the participants;
- G) The size of the venue must be at a minimum if 125sq.m.; and
- H) The lease of venue must include a set-up for refreshments consisting of snack items and beverages.

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 renovation of bathrooms in Rooms 109 and 203 at the Official Residence.			

(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