



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 - Cultural Section's Funds, intends to apply the sum of **Three Million Six Hundred Fifty Thousand Japanese Yen (JPY3,650,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for the lease of venue for the **Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and the 70th Anniversary of the Normalization of Philippine-Japan Diplomatic Relations.**

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

- Name of Project** : **Lease of Venue for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and the 70th Anniversary of the Normalization of Philippine-Japan Diplomatic Relations**
- Location** : **Areas near the vicinity of the Chancery of the Embassy of the Republic of the Philippines, 5-15-5 Roppongi Minato-ku, Tokyo, Japan 106-8537**
- Specifications** : ***(Please see attached Annex "A" for complete requirements)***
- Approved Budget** : **Three Million Six Hundred Fifty Thousand Japanese Yen (JPY3,650,000.00)**

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 **11 May 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.



Mr. MARX IAN A. RULLODA

Vice 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

13 March 2026

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified hotel, restaurant or event hall for the lease of venue for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and the 70th Anniversary of the Normalization of Philippine-Japan Diplomatic Relations (project).

I. Description

The Embassy requires services of a qualified hotel, restaurant or event hall for the lease of venue for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and the 70th Anniversary of the Normalization of Philippine-Japan Diplomatic Relations.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Million Six Hundred Fifty Thousand Japanese Yen (JPY3,650,000.00)**.

III. Deliverables

The lease of venue with catering services shall be awarded to a qualified hotel, restaurant or event hall, with the following specifications and inclusions:

- **Event Date and Time:** 09 June 2026, from 5:00-6:30PM;
- **Rooms Needed:** 1 main banquet hall for 200 guests with available VIP holding room, and room for Embassy personnel/storage room (5:00-6:30PM);
- **Set-up:** standing cocktails set-up for 200 guests;
- **Food:**
 - Buffet, cocktails (2 appetizers, 5 main dishes/entrees, 4 desserts) which shall include Philippine and Japanese dishes for 200 guests
 - Provision of ingredient or allergen information cards/labels for each dish
- **Beverages:** free-flowing drinks for 200 guests (subject to final computation based on consumption);
- **Set-up, stage design, and audio-visual equipment with staff, including:**
 - Basic sound and lighting
 - 3 wireless microphones and microphone stands
 - Banner board
 - Podium
 - Flower decoration
- **Coordination:** a point person shall be designated, who shall provide contact information to the Embassy for coordination and preparation discussions.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges.

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 Lot	Procurement for the lease of venue for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and 70th Anniversary of the Normalization of Philippines-Japan Diplomatic Relations			

(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