



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 Philippines in Tokyo, Japan (Embassy), through the authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through the funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Eight Million Five Hundred Thousand Japanese Yen (JPY8,500,000.00)**, being the Approved Budget for the Contract (ABC) for the lease of venue for the Philippine Independence Day Celebration on 12 June 2025.

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

Name of Project : Lease of Venue for the Philippine Independence Day Celebration
on 12 June 2025
Location : Tokyo, Japan
Specifications : *(Please see attached Annex "A" for complete requirements)*
Approved Budget : Eight Million Five Hundred Thousand Japanese Yen
(JPY8,500,000.00)

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 **30 April 2025** (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

31 March 2025, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified service provider which can provide the lease of venue for the Philippine Independence Day Celebration on 12 June 2025.

I. Description

The Embassy requires services of a qualified service provider which can provide the lease of venue for the Philippine Independence Day Celebration on 12 June 2025.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Eight Million Five Hundred Thousand Japanese Yen (JPY8,500,000.00)**.

III. Deliverables

The service provider shall be a qualified hotel or events venue which is capable of providing a venue on 12 June 2025 (Thursday) which can accommodate four hundred fifty (450) participants, with the following specifications and inclusions:

A. Venue Location: Within Tokyo, preferably near the Embassy of the Republic Philippines;

B. Technical Specifications: 4 rooms to be rented as follows:

- 1 storage room;
- 1 main banquet hall for 450 guests;
- 1 small room for VIPs which shall serve as a holding room (10-15 people);
- 1 room for Embassy personnel and performers holding room (80 people);
- Standing cocktails set-up for 450 guests;
- Food - Buffet, cocktails (4 appetizer, 7 main dish, and 5 dessert), including Philippine dishes for 450 guests;
- Drinks for 450 guests, including coffee (subject to final computation based on consumption);
- Set-up, stage design, and audio-visual equipment with staff, including the following:
 - Basic sound and lighting;
 - Projector;
 - 8-10 wireless microphones, other sound equipment;

- Banner board;
- Flower decorations;

C. **Coordination:** Coordination with the Embassy from preparations up to the day of the reception, attend meetings related to this project and provide assistance to the Embassy in all activities in relation to the reception.

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 Lot	Procurement for the lease of venue for the Philippine Independence Day Celebration on 12 June 2025			

(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