



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 (Embassy), through the funds provided by the Commission on Elections (COMELEC) to the Embassy, intends to apply the sum of **Thirty Million Japanese Yen (JPY30,000,000.00)**, being the Approved Budget for the Contract (ABC) for the lease of venue for the Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, to be held in Tokyo from 5 to 7 March 2025.

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

Name of Project : **Lease of Venue for the Regional Training for Online Voting and Canvassing System for Posts in the Asia Pacific Region for the 2025 National Elections Overseas**

Location : **Tokyo, Japan**

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

Approved Budget : **Thirty Million Japanese Yen (JPY30,000,000.00)**

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 **29 January 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.

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

16 January 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 Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, to be held in Tokyo from 5 to 7 March 2025.

I. Description

The Embassy requires services of a qualified service provider which can provide the lease of venue for the Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Thirty Million Japanese Yen (JPY30,000,000.00)**.

III. Deliverables

The service provider shall be a qualified hotel or events venue which is capable of providing a lease of venue for the training dates 5 to 7 March 2025, for one hundred thirty (130) participants, with the following specifications and inclusions:

- A. **Venue Location:** Within Tokyo, preferably near the Embassy of the Republic Philippines;
- B. **Event Point Person/s** - provision of a designated point person/s or coordinator/s from the hotel or events venue who shall regularly liaise with the Embassy;
- C. **Technical Specifications** - a) reliable internet connectivity for at least one (1) mobile device and one (1) laptop per person; b) available power outlets or extension cords; c) administrative kits for one hundred thirty persons (130) persons; d) free-flowing coffee and tea service for each room; e) use of reception tables for registration and for the organizing committee's administrative needs;
- D. **Venue Hours:** 8:00 AM to 5:00pm for 5 to 7 March 2025, and 5:30pm to 7:30pm for Dinner on 5 March 2025;
- E. **Types of Venue for Training:**
 - i) Day One (5 March – Wednesday) – welcome session large enough to accommodate 130 persons (all participants and organizing team members) for AM and PM session, classroom-style set-up;
 - ii) Day One (5 March – Wednesday) – welcome dinner in an event hall for 150 persons;
 - iii) Day Two (6 March – Thursday) - breakout session; two large classroom-style set-up halls for AM session, at least 40 persons for Room 1 and at least 90 persons for Room 2; lunch venue large

enough to accommodate 130 persons (all participants and organizing team members); two large classroom-style set-up halls for PM session, at least 40 persons for Room 1 and at least 90 persons for Room 2;

- iv) Day Three (7 March – Friday) – breakout session; two large classroom-style set-up halls for AM session, at least 40 persons for Room 1 and at least 90 persons for Room 2; lunch venue large enough to accommodate 130 persons (all participants and organizing team members), and small conference room for afternoon session;
- F. **Equipment** – provision of the following equipment: basic laptop set-up for presentations, projector screen, sound system, one (1) microphone for presenter, preferably microphone stand or lapel-type, and at least two (2) microphones for attendees; pointer clicker; free use of business lounge facilities;
- G. **Security** – presence of hotel security personnel at entry and exit points of venue to ensure the safety of participants;
- H. **Luncheon, Snack and Dinner Requirements:**
 - i) Common requirements – capable of special preparation of orders for participants with allergies and religious food restrictions (*halal*); free-flowing non-alcoholic drinks consisting of cold tea, one fruit juice, one cola drink; must not repeat food dishes / items; submission of proposed menu and options to the Embassy for its approval;
 - ii) Day 1 AM Snack - one savory and one sweet snack dish;
 - iii) Day 1 Luncheon – buffet Japanese cuisine with salad, soup course, appetizer, main dish and dessert;
 - iv) Day 1 PM Snack - one savory and one sweet snack dish;
 - v) Day 1 Dinner – sit-down dinner French cuisine with salad, soup course, appetizer, main dish and dessert;
 - vi) Day 2 AM Snack - one savory and one sweet snack dish;
 - vii) Day 2 Luncheon – buffet Japanese cuisine with salad, soup course, appetizer, main dish and dessert;
 - viii) Day 2 PM Snack - one savory and one sweet snack dish;
 - ix) Day 3 AM Snack - one savory and one sweet snack dish;
 - x) Day 3 Luncheon - buffet Japanese cuisine with salad, soup course, appetizer, main dish and dessert.

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 Regional Training for Online Voting and Canvassing System for (OVCS) for Posts in the Asia Pacific Region for the 2025 National Elections Overseas, to be held in Tokyo from 5 to 7 March 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