



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 authorized appropriations in the Fiscal Year (FY) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund through its funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of a media wall for the Embassy's official events, engagements and promotional activities.

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

Name of Project : Media Wall for the Embassy's Official Events, Engagements and Promotional Activities

Location : Chancery of the Embassy of the Philippines, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan 106-8537

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

Approved Budget : One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)

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 **25 February 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

03 February 2025, Tokyo, Japan

ANNEX A

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan, as part of its Public Diplomacy projects for FY 2025, intends to secure the services of a qualified service provider which can provide for the procurement of a media wall for the Embassy's official events, engagements and promotional activities.

I. Description

The Embassy requires the services of a qualified service provider which can provide a media wall for the Embassy's official events, engagements and promotional activities.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Fifty Thousand Japanese Yen (JPY150,000.00)**.

III. Deliverables

The service provider shall be a printing company that is capable of providing printing services for the procurement of a media wall for the Embassy's official events, engagements and promotional activities, with the following specifications and inclusions:

- A. **Description:** physical backdrop;
- B. **Size:** minimum dimensions - width 3,000mm x height 2260mm;
- C. **Medium:** fireproof cloth, stretch polyester fabric for printed banner;
- D. **Artwork Specifications:** featuring the Embassy's official logo with English and Japanese language versions;
- E. **Print Work Specifications:** full digital print with seamless graphics, with light absorbing matte finish, in clean straight finish for a single-sided frame;
- F. **Special Limitations on Use of the Embassy's Logo:** use of the Embassy's logo shall be limited to the purposes of preparations for the media wall – the printing company selected shall delete any and all physical or electronic copies of the Embassy's logo from its files once the media wall is completed and delivered; and
- G. **Delivery** – quotation shall include delivery of the media wall to the Embassy Chancery.

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 of a media wall for the Embassy's official events, engagements and promotional activities			

(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