



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) 2025 General Appropriations Act (GAA), chargeable against the Embassy's General Fund – Cultural Section's Funds, intends to apply the sum of **One Hundred Thousand Japanese Yen (JPY100,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of **Photo and Video Services for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and 70th Anniversary of the Normalization of Philippines-Japan Diplomatic Relations.**

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

Name of Project : **Photo and Video Services for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and 70th Anniversary of the Normalization of Philippines-Japan Diplomatic Relations**

Location : **Venue to be determined - hotels, restaurants or event halls near the vicinity of the Philippine Embassy Chancery, 5-15-5 Roppongi, Minato-ku, Tokyo 106-8537**

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

Approved Budget : **One Hundred Thousand Japanese Yen (JPY100,000.00)**

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. MARXIAN A. RULLODA

Vice Consul, Administrative Officer and Head, BAC Secretariat

Philippine Embassy, Tokyo, Japan

5-15-5 Roppongi, Minato-ku, Tokyo, Japan

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Email: adminsection@philembassy.net and tokyope.admin@dfa.gov.ph

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 company or service provider for the procurement of Photo and Video Services for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and 70th Anniversary of the Normalization of Philippines-Japan Diplomatic Relations (project).

I. Description

The Embassy requires services of a qualified company or service provider for the Photo and Video Services for the Commemoration of the 128th Anniversary of the Proclamation of Philippine Independence and 70th Anniversary of the Normalization of Philippines-Japan Diplomatic Relations. The objective of the Project is to secure the services of professional photographers and videographers capable of documenting the event.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Thousand Japanese Yen (JPY100,000.00)**.

III. Deliverables

The project shall be awarded to a qualified service provider or company capable of providing photographers and videographers who shall photograph and shoot video footage of the reception, to be held tentatively on 09 June 2026, with the following specifications and inclusions:

- A. **Venue location:** to be determined, hotel or events venue within Tokyo area, near the vicinity of the Philippine Embassy Chancery at 5-15-5, Roppongi, Minato-ku, Tokyo 106-8537;
- B. **Event duration:** start from 5:00pm to 6:30pm;
- C. **Pre-event photoshoot of Embassy personnel:** 4:30pm;
- D. **Particulars:** estimated 200 guests, with presence of VIPs;
- E. **Inclusions:** comprehensive photo and video coverage of the event, and provision of photos in USB on the same date;
- F. **Coordination:** Designation of a point person who shall coordinate with the Embassy from preparations up to the day of the reception, attend meetings or answer correspondence 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.

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 Photo and Video Services for the Commemoration of the 128 th Anniversary of the Proclamation of Philippine Independence and 70 th 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