



**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 **Three Hundred Fifty Thousand Japanese Yen (JPY350,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement for photo and video services 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 : Photo and Video Services for the Philippine Independence Day Celebration on 12 June 2025**

**Location : Tokyo, Japan**

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

**Approved Budget : Three Hundred Fifty Thousand Japanese Yen (JPY350,000.00)**

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 **26 May 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](mailto:admin.section@philembassy.net)

5 May 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 photo and video services for the Philippine Independence Day Celebration on 12 June 2025.

**I. Description**

The Embassy requires the services of a qualified service provider which can provide photo and video services 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 **Three Hundred Fifty Thousand Japanese Yen (JPY350,000.00)**.

**III. Deliverables**

The service provider shall be a qualified company which is capable of providing photographers and videographers who shall photograph and shoot video footage of the Philippine Independence Day Celebration, to be held on 12 June 2025, with the following specifications and inclusions:

- A. **Venue location:** hotel or events venue within Tokyo area;
- B. **Event duration:** start from 5:30pm to 8:30pm;
- C. **Pre-event photoshoot of Embassy personnel:** 4:30pm;
- D. **Personnel:** at least one (1) videographer and two (2) photographers;
- E. **Particulars:** estimated 350 to 400 guests, with presence of VIPs;
- F. **Inclusions:** photo and video coverage with on-site Instax printing services (200 sheets);
- G. **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; and
- H. **English support:** English-speaking coordinator on the day of the event, if the videographers and photographers sent cannot speak English.

**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 photo and video services 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