



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, through the authorized appropriations under the General Appropriations Act and chargeable against Post's MOOE, intends to apply the sum of **Three Hundred Fifty Thousand Japanese Yen (JPY350,000)**, being the Approved Budget for the Contract (ABC) for the services of photographer and videographer **for the National Day Reception to be held on 12 June 2024** in Tokyo, Japan. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : **Photographer and Videographer for National Day Reception**

Location : **Tokyo, Japan**

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

Approved Budget : **Three Hundred Fifty Thousand Japanese Yen (JPY350,000)**

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 May 2024 (Japan 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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

Mg. FATIMA G. QUINTIN

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

13 May 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to hire the services of a photographer and videographer for the National Day Reception to be held on 12 June 2024.

I. Description

- Photography and videography coverage of the event to include the following services:
- Send one (1) videographer, two (2) photographers for the event and one (1) English speaking coordinator;
- To handle the filming, editing and composition; and
- Coordination with Tokyo PE in preparation for the event.

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).

III. Deliverables

The company/supplier shall provide the Philippine Embassy:

- Submit raw copies of photos within the day to Tokyo PE in a USB flash drive; and
- Submit the edited photos and video coverage to Tokyo PE within 15 days, and ensure that these copies are properly labelled.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including driver's wages).

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.

VII. Terms of Payment

Payment shall be made within seven (7) days upon delivery/completion of the services required under this project.

PRICE QUOTATION FORM

13 May 2024

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	Photographer and videographer	Date: 12 June 2024		
		(1) videographer, two (2) photographers for the event and one (1) English speaking coordinator		

(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