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) 2026 General Appropriations Act (GAA), chargeable against the Embassy's General Fund under its Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Seventy-Five Thousand Japanese Yen (JPY75,000.00)** only, being the Approved Budget for the Contract (ABC) for the procurement of Information and Communication Technology (ICT) Supplies for the official use of the Philippine Embassy for the fourth quarter of Calendar Year (CY) 2026.

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

Name of Project	:	**Procurement of Information and Communication Technology (ICT) Supplies for the official use of the Philippine Embassy for the fourth quarter of CY 2026.**
Location	:	**Embassy of the Republic of the Philippines, 5-15-5 Roppongi Minato-ku, Tokyo, Japan 106-8537**
Specifications	:	***(Please see attached Annex "A" for complete requirements)***
Approved Budget	:	**Seventy-Five Thousand Japanese Yen (JPY75,000.00) only, inclusive of all taxes and lawful charges, including delivery**
Payment	:	**Send Bill Arrangement**

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "B").

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **27 October 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.

Ms. IHNA ALYSSA MARIE O. SANTOS
Third Secretary and Vice Consul
Head, BAC Secretariat
Philippine Embassy, Tokyo, Japan
5-15-5 Roppongi, Minato-ku, Tokyo, Japan
Tel.: (03) 5562-1600 local 152
Email: admin.section@philembassy.net

22 October 2026

ANNEX A

TECHNICAL SPECIFICATIONS

No.	Unit	Description Quantity	Quantity
1	4	Cartridge HP62, tri-color	pc
2	4	Cartridge HP62, black	pc
3	3	Toner Cartridge Canon 312	pc
4	2	Toner Cartridge Canon 303	pc

A. Pricing

The cost of the product/service shall be quoted in Japanese Yen, inclusive of all taxes and other lawful charges, including delivery.

B. 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.

C. 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 Unit 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 Information and Communication Technology (ICT) supplies for the official use of the Philippine Embassy for the fourth quarter of Calendar Year (CY) 2026			

(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