



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 in the FY 2024 General Appropriations Act, and chargeable against the Regular Agency Fund-General Fund under the Department's FY 2024 Car Refleeting Program, intends to apply the sum of **Ten Million Pesos, the Approved Budget for the Contract**, for the following procurements:

- a. **Purchase of Car (Sedan) for the use of the Ambassador/Head of Post/Chief of Mission - Seven Million Seven Hundred Thousand Pesos (PHP 7,700,000) or Twenty One Million Two Hundred Thirty Eight Thousand Five Hundred Eighteen Japanese Yen (JPY21,238,518); and**
- b. **Purchase of Passenger Van for the transport of personnel/visitors related to foreign affairs and other official functions - Two Million Three Hundred Thousand Pesos (PHP 2,300,000) or Six Million One Hundred Seventy Five Thousand Eight Hundred Four Japanese Yen (JPY6,175,804).**

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

Name of Project : Procurement of Motor Vehicles - Car and Passenger van under FY 2024 Car Refleeting Program of the Department of Foreign Affairs

Location of Delivery : Embassy of the Republic of the Philippine, 5-15-5 Roppongi, Minato-ku, Tokyo

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

Approved Budget : Twenty One Million Two Hundred Thirty Eight Thousand Five Hundred Eighteen Japanese Yen (JPY21,238,518) for Car (sedan)

Six Million One Hundred Seventy Five Thousand Eight Hundred Four Japanese Yen (JPY6,175,804) for Passenger Van

Interested suppliers are required to submit their duly signed Price Quotation Form (Annex "B"). Proposed contract price should be in Japanese yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of 8 July 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 procurement process, and to reject all quotations/proposals at any time prior to contract award without incurring any liability to any proponent.

For inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.



Ms. FATIMA G. QUINTIN

Head, Administrative Section

Philippine Embassy, Tokyo, Japan

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

Tel.: (03) 5562-1600 local 121

Email: admin.section@philembassy.net

24 June 2024, Tokyo, Japan

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure two (2) motor vehicles, one unit of car sedan and a passenger van, through the authorized appropriations in the FY 2024 General Appropriations Act.

I. Description

The project includes the procurement of two (2) motor vehicles, namely: (a) a sedan for use of the Ambassador, Head of Post for exclusive use in the country where the Embassy is located; and (b) passenger van for the transport of personnel/visitors related to foreign affairs and other official functions.

II. Approved Budget for the Contract

- a. Twenty One Million Two Hundred Thirty Eight Thousand Five Hundred Eighteen Japanese Yen (JPY21,238,518) for Car (sedan)
- b. Six Million One Hundred Seventy Five Thousand Eight Hundred Four Japanese Yen (JPY6,175,804) for Passenger Van

III. Deliverables and Completion Schedule

The company/supplier shall deliver the supplies to the Philippine Embassy that meets the following specifications:

Vehicle Type	Vehicle Classification	Required Specifications
Car	Sedan	Hybrid engine, 4-seater, Black color, black leather interior, with fender pole, crash safety feature, advanced driving support functions with deviation lane alert and clearance sonar, and 24-hour assistance that auto-assess situation of the car and prompts emergency call
Service Vehicle	Passenger/ Luggage Van	10-seater, black color, black interior, high roof, with large space for luggage/cargo, and PWD-friendly interior equipment and features

The items must be delivered not beyond December 2024.

IV. Pricing

The cost of the product/service shall be quoted in Japanese yen, inclusive of other lawful charges, subject to tax exemption where applicable.

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 any proponent.

VII. Terms of Payment

Payment shall be made within fifteen (15) days upon the Embassy's acceptance of the completed project and submission of all required documents, unless a different mode is requested and acceptable to both parties. .

PRICE QUOTATION FORM

24 June 2024

Philippine Embassy
5-15-5 Roppongi, Minato-ku
Tokyo-to 106-8537

Sir/Madam,

After having carefully read and accepted the terms of reference, the undersigned, on behalf of the business entity mentioned below, hereby submits the following price quotation :

Qty	Items	Specifications	Unit Price (JPY)	Total Price (JPY)
1	Car (Sedan)			
1	Passenger van			

(Amount in words) _____

The above-quoted prices are inclusive of all costs and other lawful charges, and I undertake to perform said service and/or deliver said service at the above specified address and complete the same on or before the agreed date.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details