



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 Continuing Appropriations, chargeable against the Embassy's General Fund – under Capital Outlay (Other Heritage Assets), intends to apply the sum of **Twenty Million Japanese Yen (JPY 20,000,000.00)** only, being the Approved Budget of the Contract (ABC) for the procurement of one (1) home elevator system for the Official Residence of the Philippine Ambassador, as follows:

Name of Project : **Procurement of one (1) home elevator system for the Official Residence of the Philippine Ambassador**

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

Approved Budget : **Twenty Million Japanese Yen (JPY 20,000,000.00)**

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "B") together with other documents to support their proposal.

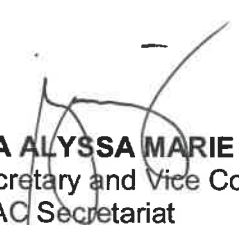
Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **28 August 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

07 August 2026

ANNEX A

TECHNICAL SPECIFICATIONS/SCOPE OF WORK

Procurement of one (1) home elevator system for the Official Residence of the Philippine Ambassador

I. Description

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure one (1) home elevator system for the Official Residence of the Philippine Ambassador (project). The project is intended to provide easier mobility and convenience for the Ambassador and household members living in the property, as well as to help persons/guests with physical disabilities to move safely up and down the building. Moreover, the project will facilitate the moving of heavy items from the first floor to the second floor such as heavy luggages, home equipment, furniture and fixtures.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Twenty Million Japanese Yen (JPY20,000,000.00)**.

III. Deliverables

A qualified provider shall be able to construct/build/install and deliver one (1) home elevator system at the Official Residence of the Philippine Ambassador, with the following specifications:

- A. **Type of elevator:** Home Elevator System
- B. **Load capacity:** 200kg to 300kg max (2 to 4 people) as allowed under applicable Japanese Building Laws
- C. **Door type:** Electric four-panel double sliding doors
- D. **In-room size:** W1000mm x D560mm x H2000
- E. **Entrance and exit dimensions:** W800 x H1900
- F. **Strength:** earthquake resistant
- G. **Technology:** compact drive system, innovative
- H. **Coordination:** the provider shall designate a point person who shall provide his or her contact information to the Embassy for ease of coordination.

IV. Pricing

Costs 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/provider.

VI. Terms of Payment

Payment shall be made after the complete delivery and inspection of the materials and work done, as agreed upon by the parties in the contract, and within fifteen (15) days upon receipt of the invoice by the Philippine Embassy.

ANNEX B**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 one (1) home elevator system for the Official Residence of the Philippine Ambassador			

(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