



**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 through its funds for Maintenance and Other Operating Expenses (MOOE), intends to apply the sum of **Two Hundred Thousand Pesos (PHP200,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of Philippines-Japan twin flag pins, to be delivered on or before 30 April 2026.

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

**Name of Project : Procurement of Philippines-Japan Twin Flag Pins**

**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 : Two Hundred Thousand Philippine Pesos (PHP200,000.00)**

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 **23 March 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.



**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)

02 March 2026

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified supplier which can accept orders for Philippines-Japan twin flag pins (project).

**I. Description**

The Embassy requires the services of a qualified supplier which can accept orders for Philippines-Japan twin flag pins, which shall be used in order to promote diplomatic relations between the two countries. The pins shall be worn by Embassy officials and personnel during official engagements, and shall also be given away as tokens or souvenirs to stakeholders or counterparts.

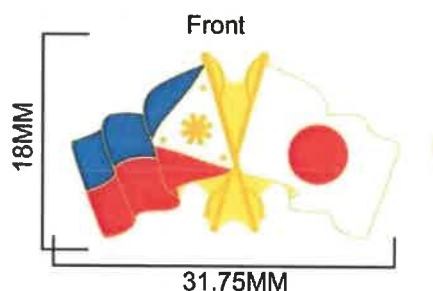
**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Two Hundred Thousand Pesos (PHP200,000.00)**.

**III. Deliverables**

The service provider shall be a qualified supplier that is capable of providing Philippines-Japan twin flag pins, with the following specifications and inclusions:

- A. **Number of Pieces:** five hundred (500) flag pins minimum order quantity;
- B. **Type:** magnet-type pin;
- C. **Size of Pins:** 18mm (length) x 31.75mm (width);
- D. **Sample Image:**



- E. **Packaging** – flag pins shall be packaged securely and encased in bubble-wrap or protective casing to ensure safe delivery;
- F. **Delivery:** shall be made on or before 30 April 2026, and the purchase price shall include costs for delivery; and
- G. **Coordination:** the supplier shall designate a point person who shall provide his or her contact information to the Embassy for ease of coordination.

**IV. Pricing**

The cost of the product/service shall be quoted in Philippine pesos, 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 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 Philippines-Japan twin flag pins			

(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