



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, intends to apply the sum of **Nine Hundred Fifty Thousand Japanese Yen (JPY950,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of services of an Information Technology (IT) Solutions Company for the improvement and strengthening of internet connectivity and network capability of existing systems at the Official Residence of the Philippine Ambassador.

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

Name of Project : Procurement of services for the improvement and strengthening of internet connectivity and network capability of existing system at the Official Residence of the Philippine Ambassador

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

Approved Budget : **Nine Hundred Fifty Thousand Japanese Yen (JPY950,000.00)**

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

Payment shall be in Japanese Yen.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **07 September 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

25 August 2026

TECHNICAL SPECIFICATIONS

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services of a professional Information Technology (IT) Solutions company for the improvement and strengthening of internet connectivity and network capability of existing systems at the Official Residence of the Philippine Ambassador (project).

I. Description

The present set-up of the cabling structure, access points and distribution of internet connection signals (composed of a router and several wi-fi mesh/access points) in certain areas of the Official Residence of the Philippine Ambassador is already outdated, resulting in poor internet connectivity and speed or none at all. On certain occasions, the Ambassador, including members of her household, had endured poor internet connection when it was most needed, i.e., during official functions/events at the Official Residence. While this issue has been addressed by Post's IT personnel and the internet speed has been increased from 1Tb to 10Tb, the problem still persists up to this day.

In this regard, a more stable IT structure, LAN wiring/rewiring, and installation of additional access points are necessary in order to improve and strengthen the internet connectivity and network capability of the existing system at the Official Residence.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **Nine Hundred Fifty Thousand Japanese Yen (JPY950,000.00)**.

III. Deliverables

- A. Indoor LAN Rewiring and Installation of Additional Access Points at the Official Residence of the Philippine Ambassador
- B. Site Survey and Inspection
 - 1. Interested technology service providers shall conduct the appropriate survey and inspection of the project site.
 - 2. Interested technology service providers may visit the project site from 26 August to 04 September 2026, except on weekends and public holidays, between 9:00 A.M. and 5:00 P.M.
 - 3. To set a site visit, bidders may coordinate with the Administrative Section of the Philippine Embassy through the following contact details:

Email Address: admin.section@philembassy.net

Telephone No.: 03-5562-1600 local 152

C. Schedule of work

The project is expected to be completed by October 2026.

IV. Pricing

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

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 Section 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 services of an Information Technology (IT) Solutions Company for the improvement and strengthening of internet connectivity and network capability of existing systems at 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