



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 **Eight Million Japanese Yen (JPY8,000,000.00) only**, being the Approved Budget for the Contract (ABC) for the procurement of services of a company for the trimming/pruning of trees at the old chancery in Nampedai, and at the Official Residence of the Philippine Ambassador (project).

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

- Name of Project** : Procurement of services of a company for the trimming/pruning of trees at the old chancery in Nampedai and at the Official Residence of the Philippine Ambassador
- Specifications** : *(Please see attached Annex "A" for complete technical specifications)*
- Approved Budget** : Not to exceed Eight Million Japanese Yen (JPY8,000,000.00) only, including taxes and applicable charges
- Payment** : Send bill arrangement

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 **30 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, the Philippine Embassy may be reached 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

21 October 2026

ANNEX A**TECHNICAL SPECIFICATIONS**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services of a company for the trimming/pruning of trees at the old chancery in Nampedai, and at the Official Residence of the Philippine Ambassador (project) with the following minimum requirements:

Project	Procurement of services of a company for the trimming/pruning of trees at the old chancery in Nampedai, and at the Official Residence of the Philippine Ambassador
Approved Budget for the Contract (ABC)	Not to exceed Eight Million Japanese Yen (JPY8,000,000.00) only, including taxes and applicable charges
Description	
Location Sites	1. Old Chancery of the Philippine Embassy (Nampedai, Shibuya-ku, Tokyo) 2. Official Residence of the Philippine Ambassador (Chiyoda, Tokyo) Complete addresses to be provided to interested contractors/suppliers via email.
Site survey and inspection	1. Interested service providers shall conduct the appropriate survey and inspection of the project site. 2. Interested service providers may visit the project site before the deadline of submission of proposal/quotation, 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
Schedule of contract signing	Signing of contract shall be within November 2026
Work implementation	4th Quarter of FY 2026 or the 1st Quarter of FY 2027 at the latest
Deliverables	1. Prune/trim trees located in all of the two (2) aforementioned properties; 2. Prune/trim overgrown branches to manage the health and ensure continued growth of the trees in the confines of these properties; 3. Prune/trim down branches of trees that extend to the side-walk

	and/or main road so as not to impede the right of neighbors to exposure to sunlight especially during winter months ; 4. Abide by all existing laws, codes, rules, and regulations set forth by all concerned government agencies and authorities in Japan while undertaking the aforementioned work; 5. Provide necessary protection, including sheet piles, barricades, sufficient warning lights, danger signals, and other signs, as may be necessary, against harm or damage to adjacent properties, persons, shrubs, trees, lawns, structures and utilities therein; 6. Ensure that service personnel wear proper uniforms, safety gears, and identification cards; 7. Undertake the proper disposal of collected shrubs, branches, and other materials, and secure necessary permits and pay the fees needed for the completion; 8. Submit to the Philippine Embassy photos of work sites before and after completion of the project for documentation purposes.
Other requirements	1. Indicate the estimated number of trees to be pruned/trimmed. 2. The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges. 3. Provide separate costing for each of the two (2) identified locations.
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.
Terms of Payment	Payment shall be made after the complete delivery of the service, and upon receipt of the invoice by the Finance Section of 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 services of a company for the trimming/pruning of trees at the chancery of the Philippine Embassy, the old chancery in Nampedai, and 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