



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 – Public Diplomacy Section's Funds, intends to apply the sum of **One Hundred Twenty Thousand Pesos (PHP120,000.00)**, being the Approved Budget for the Contract (ABC) for the procurement of tension fabric for the media wall backdrop.

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

- Name of Project** : Procurement of Tension Fabric for the Media Wall Backdrop
- 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** : One Hundred Twenty Thousand Philippine Pesos (PHP120,000.00)

Interested service providers are required to submit their duly signed Price Quotation Form (Annex "A").

Payment shall be in Philippine pesos.

The deadline for submission of quotations/proposals is on or before 12:00 noon of **25 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

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9 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 for the procurement of tension fabric for the media wall backdrop (project).

I. Description

The Embassy requires the services of a qualified supplier for the procurement of tension fabric for the media wall backdrop, which shall be used during the Embassy's official press releases.

II. Approved Budget for the Contract

The approved Budget for the Contract (ABC) for the Project shall not exceed **One Hundred Twenty Thousand Pesos (PHP120,000.00)**.

III. Deliverables

The service provider shall be a qualified supplier for the procurement of tension fabric for the media wall backdrop, with the following specifications and inclusions:

A. **Number of Piece/s:** two (2) pieces;

B. **Dimensions:** first piece – 10ft x 7.5ft, second piece – 8ft x 7.5ft;

C. **Specifications:** must be:

- Durable and washable;
- For indoor and outdoor use; and
- Both pieces must have a fabric stand.

D. **Packaging** – packaging included in the price;

E. **Delivery:** shall be made on or before 31 May 2026, and the purchase price shall include costs for delivery; and

F. **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 tension fabric for the media wall backdrop			

(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