



**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 Philippines in Tokyo, Japan, through the authorized appropriations in the Fiscal Year (FY) 2024 General Appropriations Act (GAA), and chargeable against Building Fund (BF) from the General Fund of the Embassy, intends to apply the sum of **Twelve Million Five Hundred Thousand Japanese Yen (JPY12,500,000)** being the Approved Budget for the Contract (ABC) for the procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence.

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

**Name of Project** : **Procurement for the Renovation of Bathrooms in Rooms 109 and 203 at the Official Residence**

**Location** : **Official Residence of the Philippine Ambassador to Japan, 1-chōme-1-1 Fujimi, Chiyoda City, Tokyo 102-0071**

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

**Approved Budget** : **Twelve Million Five Hundred Thousand Japanese Yen (JPY12,500,000)**

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 **04 July 2024** (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. FATIMA G. QUINTIN**

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)

17 April 2024, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company which can provide the renovation of bathrooms in Rooms 109 and 203 at the Official Residence, for the service period commencing from May 2024 onwards.

**I. Description**

Procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Twelve Million Five Hundred Thousand Yen (JPY12,500,000)**.

**III. Deliverables**

The company/supplier shall be a qualified service provider / company that is capable of providing renovation construction services for the Embassy with the following specifications and inclusions:

- A) The renovation must preserve the original design of the bathrooms, in line with the status of the Official Residence as a National Historical Landmark, as registered under the Philippine Registry of Cultural Property and in accordance with the relevant laws on the preservation of properties by the Philippine government;
- B) The bathroom in Room 109 shall be converted into a handicap-friendly bathroom with the following features:
  - i) Installation of at least three (3) grab bars or handrails – one next to the toilet area, and two along the shower area;
  - ii) A regular-sized wheelchair must be capable of being wheeled inside the bathroom shower area;
  - iii) Installation of a handicap-friendly toilet;
  - iv) Installation of flooring with sufficient traction to prevent bathroom users or their companions from slipping;
  - v) Installation of a double glass window for proper insulation;
  - vi) Construction of the floor area in a manner where water shall easily pool to the drain area;
  - vii) Installation of at least one bathroom shelf;
  - viii) Renovation of sink and mirror area;
  - ix) Installation of a shower curtain rod; and
  - x) Removal of old superfluous pipes in the bathroom and concealment of functional pipes.
- C) The bathroom in Room 203 shall meet the following specifications:
  - i) Renovation of the shower and tub area;
  - ii) Retention of original tile in the flooring;
  - iii) Installation of a Japanese bidet toilet;

- iv) Provision of new tiles and accent tiles which complement the original tile in the bathroom;
  - v) Renovation of the sink and mirror area;
  - vi) Installation of at least one bathroom shelf;
  - vii) Ensure that water from shower and tub area shall not leak to the floor area;
  - viii) Removal of old superfluous pipes in the bathroom and concealment of functional pipes.
- D) The construction company shall provide its own personnel for the project and shall designate a supervisor who shall oversee the construction process and make reports to the Embassy.
- E) The construction company shall properly handle the disposal of any waste material that may be generated from the construction.

**IV. Pricing**

The cost of the product/service 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/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	Procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence.			

(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

Date: April 17, 2024 11:57 AM

From: "Masami Nasu" [masami.nasu@philembassy.net](mailto:masami.nasu@philembassy.net);

To: "k-sakuma" <k-sakuma@icntv.ne.jp>;

Cc: [hp.calabocal@philembassy.net](mailto:hp.calabocal@philembassy.net); "Jahrell Emman Ephraim B. Balaoro" [jb.balaoro@philembassy.net](mailto:jb.balaoro@philembassy.net); "Tormuziie B. INDANAN" [tb.indanan@philembassy.net](mailto:tb.indanan@philembassy.net);

**Request for Quotation for the Renovation of Bathrooms in Rooms 109 and 203 at the Official Residence**

佐久間様

お世話になっております。

大使公邸のトイレ109と203の改修工事の見積依頼をお送りいたします。添付はサービス提供時の条件と要望になります。

ご確認の程宜しくお願いいたします。

フィリピン大使館

那須

Dear Mr. Sakuma,

Good day. Greetings from the Philippine Embassy in Tokyo, Japan.

We would like to send a Request for Quotation for the renovation of Bathrooms 109 and 203 at the Official Residence of the Ambassador.

Attached are the Letter and Terms of Reference for the said services.

Kindly acknowledge receipt of this email. We look forward to your response.

Thank you.

M.Nasu

---

フィリピン共和国大使館 総務部

那須 麻沙美

Masami Nasu (Ms.)

Administrative Section

Embassy of the Republic of Philippines

5-15-5 Roppongi, Minato-ku, Tokyo

106-8537 東京都港区六本木5-15-5

Tel. [\(03\)5562-1580](tel:(03)5562-1580)

Date: April 17, 2024 12:01 PM  
From: "Masami Nasu" [masami.nasu@philembassy.net](mailto:masami.nasu@philembassy.net);  
To: "Yosuke Oda" <[Y-Oda@shimz.jp](mailto:Y-Oda@shimz.jp)>;  
Cc: [hp.calabocal@philembassy.net](mailto:hp.calabocal@philembassy.net); "Jahrell Emman Ephraim B. Balaoro" [jb.balaoro@philembassy.net](mailto:jb.balaoro@philembassy.net); "Tormuziie B. INDANAN" [tb.indanan@philembassy.net](mailto:tb.indanan@philembassy.net);

**Request for Quotation for the Renovation of Bathrooms in Rooms 109 and 203 at the Official Residence**

佐久間様

お世話になっております。

大使公邸のトイレ109と203の改修工事の見積依頼をお送りいたします。添付はサービス提供時の条件と要望になります。

ご確認の程宜しくお願いいたします。

フィリピン大使館

那須

Dear Sir,

Good day. Greetings from the Philippine Embassy in Tokyo, Japan.

We would like to send a Request for Quotation for the renovation of Bathrooms 109 and 203 at the Official Residence of the Ambassador.

Attached are the Letter and Terms of Reference for the said services.

Kindly acknowledge receipt of this email. We look forward to your response.

Thank you.

M.Nasu

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フィリピン共和国大使館 総務部  
那須 麻沙美  
Masami Nasu (Ms.)  
Administrative Section  
Embassy of the Republic of Philippines  
5-15-5 Roppongi, Minato-ku, Tokyo  
106-8537 東京都港区六本木5-15-5  
Tel. [\(03\)5562-1580](tel:(03)5562-1580)



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
**TOKYO, JAPAN**

**CERTIFICATE OF INSPECTION AND COMPLETION**

This is to certify that we have inspected the renovation of bathrooms in Rooms 109 and 203 at the Official Residence by the contractor/service provider, **Akitem Co. Ltd.**, conducted from 22 May to 29 August 2024, and found the works acceptable and completed in accordance with the terms and conditions of the project.

This certificate is being issued in support of full and final payment of the project, without prejudice to any warranty claim based on any defect that may become apparent after payment has been made.

**TORMUZIE B. INDANAN**

Finance Officer

**JAMILLE R. SAN JOSE**

Property Officer

**FATIMA G. QUINTIN**

Administrative Officer

Approved:

**MYLENE GARCIA ALBANO**

Ambassador

\_\_\_\_\_ 6 September \_\_\_\_\_ 2024



Date: April 17, 2024 11:59 AM  
From: "Masami Nasu" [masami.nasu@philembassy.net](mailto:masami.nasu@philembassy.net);  
To: t-suzuki@akitem.co.jp; r-arai@akitem.co.jp;  
Cc: [hp.calabocal@philembassy.net](mailto:hp.calabocal@philembassy.net); "Jahrell Emman Ephraim B. Balaoro" [jb.balaoro@philembassy.net](mailto:jb.balaoro@philembassy.net); "Tormuziie B. INDANAN" [tb.indanan@philembassy.net](mailto:tb.indanan@philembassy.net);

**Request for Quotation for the Renovation of Bathrooms in Rooms 109 and 203 at the Official Residence**

佐久間様

お世話になっております。

大使公邸のトイレ109と203の改修工事の見積依頼をお送りいたします。添付はサービス提供時の条件と要望になります。

ご確認の程宜しくお願いいたします。

フィリピン大使館

那須

Dear Mr. Suzuki,

Good day. Greetings from the Philippine Embassy in Tokyo, Japan.

We would like to send a Request for Quotation for the renovation of Bathrooms 109 and 203 at the Official Residence of the Ambassador.

Attached are the Letter and Terms of Reference for the said services.

Kindly acknowledge receipt of this email. We look forward to your response.

Thank you.

M.Nasu

---

フィリピン共和国大使館 総務部  
那須 麻沙美  
Masami Nasu (Ms.)  
Administrative Section  
Embassy of the Republic of Philippines  
5-15-5 Roppongi, Minato-ku, Tokyo  
106-8537 東京都港区六本木5-15-5  
Tel. [\(03\)5562-1580](tel:(03)5562-1580)

**FOREIGN SERVICE OF THE PHILIPPINES**  
**Post: Tokyo PE**  
**ABSTRACT OF QUOTATIONS**

( / ) GPPB 28-2017 did31 July 2017

**MODE OF PROCUREMENT:**

**PROJECT NAME:** Procurement for the Renovation of Bathrooms in Rooms 109 and 203 at the Official Residence

**PROJECT LOCATION:** Philippine Embassy Chancery, 5-15-5 Roppongi, Minato-ku, Tokyo, Japan 106-8537

**REQUESTING END-USER:** Tokyo PE

**APPROVED BUDGET FOR THE CONTRACT:** Twelve Million Five Hundred Thousand Japanese Yen (JPY12,500,000)

Item	QTY	UNIT	PARTICULARS	DEALER'S NAME		REMARKS
				Akitem Co. Ltd.	Sakuma Juken Co. Ltd.	
	1	Lot	Procurement for the Renovation of Bathrooms in Rooms 109 and 203 at the Official Residence	Higashiyama Bldg. 1-1-2 Higashiyama, Meguro-ku, Tokyo	1914-29 Nomi, Ichihara City, Chiba Prefecture, 290-0011	2-16-1 Kyobashi, Chuo-ku, Tokyo 104-8370
			¥	11,981,000.00	Did not submit	Did not submit
			<b>Total</b> ¥	<b>11,981,000.00</b> ¥	¥	¥
				<b>LGRB</b>	<b>Failed</b>	<b>Failed</b>

Prepared By:



**JAHRELL EMMAN EPHRAIM B. BALAORO**  
 Member, BAC Secretariat

Noted By:



**HAZEL JOY P. PANONG-CALABOCAL**  
 Member, BAC Secretariat

Reviewed By:



**FATIMA G. QUINTIN**  
 Head, BAC Secretariat

Approved By:



**CHARMAINE A. SERNA-CHUA**  
 BAC Chairperson

April 26, 2024



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
TOKYO, JAPAN

**BIDS AND AWARDS COMMITTEE**  
**BAC RESOLUTION NO. 2024-11C**

**RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT IN ACCORDANCE WITH THE “GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES, INFRASTRUCTURE PROJECTS, AND CONSULTING SERVICES TO BE PROCURED AND PERFORMED OVERSEAS,” AS APPROVED UNDER GPPB RESOLUTION NO. 28-2017 DATED 31 JULY 2017, THE AWARD TO AKITEM CO. LTD. FOR THE PROCUREMENT FOR THE RENOVATION OF BATHROOMS IN ROOMS 109 AND 203 AT THE OFFICIAL RESIDENCE**

**WHEREAS**, construction of the Official Residence of the Philippine Ambassador to Japan was completed sometime in 1935, thus, the property is currently almost ninety (90) years old, and due to the old age of the Official Residence, there are numerous rooms and features in the properties which are extremely outdated, and require constant upkeep and maintenance;

**WHEREAS**, the bathrooms at the Official Residence require a proper renovation as such are used by the Ambassador and her family and private staff, by Embassy personnel and by visitors and delegations to the property;

**WHEREAS**, the procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence with an Approved Budget for the Contract (ABC) of **Twelve Million Five Hundred Thousand Japanese Yen (JPY12,500,000.00)** is included in Post’s Annual Procurement Plan for 2024, chargeable against its General Fund – Building Fund;

**WHEREAS**, under the “*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas,*” as approved under GPPB Resolution No. 28-2017 dated 31 July 2017, the procurement of any goods, services, infrastructure or consultancy project, regardless of amount, can be conducted by sending out Requests for Quotations (RFQ) to at least three (3) suppliers, contractors or consultants of known qualifications, and receipt of one (1) quotation would be sufficient to recommend award of the project;


**WHEREAS**, under the same Guidelines, Foreign Service Posts are no longer required to post their procurement activities on the PhilGEPS website until the corresponding facility has become available through the PhilGEPS Modernization Project, and the requirement of advertisement of procurement projects through newspapers have been dispensed with, as well as documentary requirements are relaxed to take into consideration the usual trade and business practices of the host country;

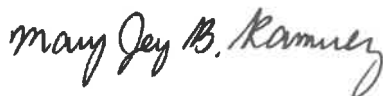
**WHEREAS**, for the procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence, the Philippine Embassy requested quotations from reputable companies in Japan, namely Akitem Co. Ltd., Sakuma Juken Co. Ltd. and Shimizu Corporation;

**WHEREAS**, based on the Abstract of Quotations submitted to the Bids and Awards Committee, **Akitem Co. Ltd. submitted the single lowest and responsive quotation** in the amount of **Eleven Million Nine Hundred Eighty-One Thousand Japanese Yen Only (JPY11,981,000.00)**; while both Sakuma Juken Co. Ltd. and Shimizu Corporation failed to submit any quotations;

**NOW, THEREFORE**, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to the mode of procurement in accordance with the "*Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas*," as approved under GPPB Resolution No. 28-2017, and award of contract for the procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence, to **Akitem Co. Ltd.**, in the total amount of **Eleven Million Nine Hundred Eighty-One Thousand Japanese Yen Only (JPY11,981,000.00)**, including taxes and other lawful charges.

**Adopted** this 30th day of April 2024 in Tokyo, Japan.

  
**CHARMAINE A. SERNA-CHUA**  
Chairperson

  
**MARY JOY B. RAMIREZ**  
Vice Chairperson

  
**JAN KENNETH E. BOLANTE**  
Member

  
**ALVIN C. MALASIG**  
Member

  
**DARELL ANN R. ARTATES**  
Member

Approved:

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador

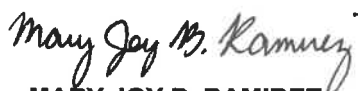
Head of the Procuring Entity

Date Approved: 30 April 2024

**NOW, THEREFORE**, in light of the foregoing considerations, WE, the Members of the Bids and Awards Committee, hereby RESOLVE to RECOMMEND to the Head of the Procuring Entity (HOPE) of the Philippine Embassy in Tokyo, Japan, to resort to the mode of procurement in accordance with the "Guidelines for the Procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas," as approved under GPPB Resolution No. 28-2017, and award of contract for the procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence, to **Akitem Co. Ltd.**, in the total amount of **Eleven Million Nine Hundred Eighty-One Thousand Japanese Yen Only (JPY11,981,000.00)**, including taxes and other lawful charges.

Adopted this 30th day of April 2024 in Tokyo, Japan.


  
**CHARMAINE A. SERNA-CHUA**  
 Chairperson




  
**MARY JOY B. RAMIREZ**  
 Vice Chairperson

  
**JAN KENNETH E. BOLANTE**  
 Member

  
**ALVIN C. MALASIG**  
 Member

  
**DARELL ANN R. ARTATES**  
 Member

Approved:  
  
**MYLENE J. GARCIA-ALBANO**  
 Ambassador  
 Head of the Procuring Entity  
 Date Approved: 30 April 2024

NAME	INITIALS
Consul AO FG Quintin BAC-Secretariat, Head	
PO HP Panong-Calabocal BAC Secretariat, Member	
CO JB Balaoro BAC Secretariat, Member	



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
**TOKYO, JAPAN**

**NOTICE OF AWARD**

Date: 6 May 2024

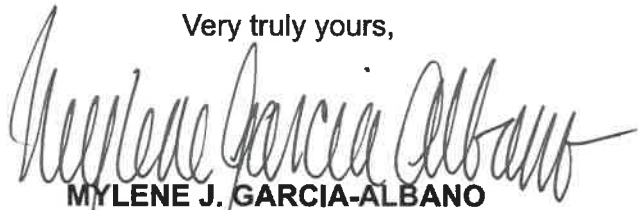
Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Philippine Embassy in Tokyo, Japan, as contained in its Resolution No.2024-011C dated 30 April 2024, the Philippine Embassy in Tokyo is awarding the following procurement to Akitem Co. Ltd.:

<b>Product/Service</b>	<b>Total Cost (inclusive of taxes and other lawful charges)</b>
Procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence	Eleven Million Nine Hundred Eighty-One Thousand Japanese Yen Only (JPY11,981,000.00)

Implementation of the above is subject to existing accounting and auditing requirements and the signing of a contract.

Very truly yours,

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity

**Mr. Kentaro Koibuchi**  
President  
Akitem Co. Ltd.  
Tokyo, Japan

**NOTICE OF AWARD**

Date: 6 May 2024

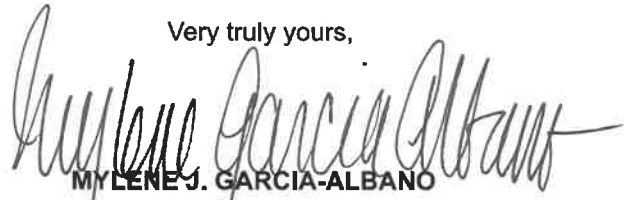
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Product/Service	Total Cost (inclusive of taxes and other lawful charges)
Procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence	Eleven Million Nine Hundred Eighty-One Thousand Japanese Yen Only (JPY11,981,000.00)




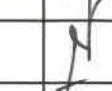




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**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity

**Mr. Kentaro Koibuchi**  
President  
Akitem Co. Ltd.  
Tokyo, Japan

NAME	INITIALS
DCM CA Serna-Chua BAC Chairperson	
Consul MJB Ramirez BAC Vice Chairperson	
Consul JKE Bolante BAC Member	
Consul AC Malasig BAC Member	
Consul DAR Artates BAC Member	
Consul and AO FG Quintin BAC Secretariat Head	
PO HP Panong-Calabocal BAC Secretariat, Member	
CO JB Balaoro BAC Secretariat, Member	



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
**TOKYO, JAPAN**

**NOTICE TO PROCEED**

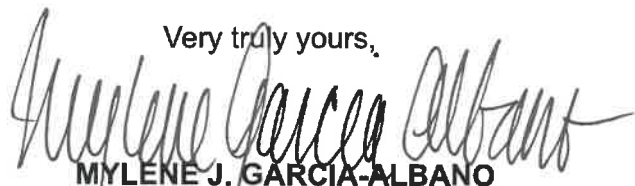
Date: 17 May 2024

Sir:

Please be informed that pursuant to the Notice of Award dated 6 May 2024, issued by the Philippine Embassy in Tokyo, **Akitem Co. Ltd.** is hereby engaged to provide the Procurement for the renovation of bathrooms in Rooms 109 and 203 at the Official Residence, for the total amount of **Eleven Million Nine Hundred Eighty-One Thousand Japanese Yen Only (JPY11,981,000.00)**, inclusive of taxes and other lawful charges.

This Notice is being issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the "Government Procurement Act of 2003".

Very truly yours,

  
**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity

**Mr. Kentaro Koibuchi**  
President  
Akitem Co. Ltd.  
Tokyo, Japan



**NOTICE TO PROCEED**

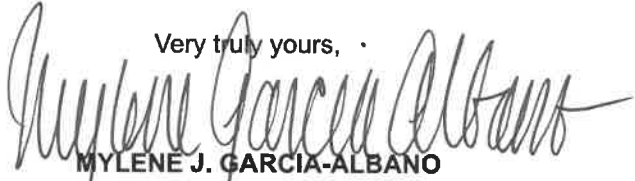
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**MYLENE J. GARCIA-ALBANO**  
Ambassador  
Head of the Procuring Entity

**Mr. Kentaro Koibuchi**  
President  
Akitem Co. Ltd.  
Tokyo, Japan

NAME	INITIALS
DCM CA Serna-Chua BAC Chairperson	<i>CS</i>
Consul MJB Ramirez BAC Vice Chairperson	<i>mjr</i>
Consul JKE Bolante BAC Member	<i>JKB</i>
Consul AC Malasig BAC Member	<i>AM</i>
Consul DAR Artates BAC Member	<i>DAR</i>
Consul and AO FG Quintin BAC Secretariat Head	<i>Q</i>
PO HP Panong-Calabocal BAC Secretariat, Member	<i>HP</i>
CO JB Balaoro BAC Secretariat, Member	<i>JB</i>



# Acceptance Sheet

27 August, 2024

To: Embassy of the Republic of the Philippines

Ref No.	8240756809
Name of Construction	Renovation of the Ambassador's Residence Bathroom in the Ambassador's Residence at the Embassy of the Republic of the Philippines.
Construction Period	27 August, 2024 ~ 30 November, 2024
Venue	1-1-1 Fujimi, Chiyoda-ku, Tokyo
Total Amount	¥11,981,000.-
Amount	¥11,981,000.-
Consumption Tax, etc	¥0.-
Payment Term	Bank Transfer before 31, December, 2024 upon completion of construction
Note	Details of the construction, refer to the quotation as follows: 22 May, 2024 : 6,000,000円 21 August, 2024 : 681,000円 29 August, 2024 : 5,300,000円

We hereby accept the construction mentioned above.

Accepting Party:



Higashiyama Bldg. 1-1-2 Higashiyama, Meguro-ku, Tokyo  
Akitem Co., Ltd.

Kentaro Koibuchi, President

TEL:03-3760-7701 FAX:03-3760-7709

Invoice Registration Number: T3013201000211



# 注文請書

2024年8月27日

フィリピン共和国大使館 御中

工事No.	8240756806
工事名称	フィリピン共和国大使館 大使公邸 風呂場改修工事
工期	2024年8月27日 ~ 2024年11月30日
工事場所	東京都千代田区富士見町1-1-1
注文金額	¥11,981,000.-
本体価格	¥11,981,000.-
消費税等(10%)	¥0.-
支払条件	工事完了後、2024年12月31日までに指定口座へお振込み
備考	詳細は下記発行の見積書による
	2024年5月22日：6,000,000円
	2024年8月21日：681,000円
	2024年8月29日：5,300,000円

上記の通り注文を御請けいたします。

請負者



東京都目黒区東山1-1-2 東山ビル

株式会社アキテム

代表取締役 鯉淵 健太郎

TEL:03-3760-7701 FAX:03-3760-7709

登録番号:T3013201000211



〒 106-8537  
東京都港区六本木5-15-5

請求書No. 20241129

2024年11月29日

フィリピン共和国大使館 御中

## 請求書

**株式会社アキテム**  
リニューアル事業部  
〒153-0043  
東京都目黒区東山1-1-2 東山ビル  
TEL 03-3760-7705  
FAX 03-3760-7709  
登録番号：T3013201000211

下記の通りご請求申し上げます。

工事番号 8240756806

件名：フィリピン共和国大使館大使公邸風呂場改修工事

No. 002826-00

御請求金額 ￥11,981,000.-

お支払期日 2024年12月31日

名称 / 仕様	単位	数量	単価	金額
1 フィリピン共和国大使館大使公邸風呂場改修工事	式	1		11,981,000
2				
3				
4 <i>Bathroom Room 203 log, small repairs</i>				
5 <i>original repair</i>				
			0% 対象	11,981,000
			0% 消費税額	0
			合計	11,981,000

備考

工番：82407568-03, 05, 06, 07

振込先銀行

三菱UFJ銀行 中目黒支店 普通 0210696 口座名：株式会社 アキテム

# 注文書

2024年7月1日

株式会社アキテム 御中

工事No.	8240756803
工事名称	フィリピン共和国大使館 大使公邸 109号室シャワーユニット設置工事
工期	2024年7月22日 ~ 2024年8月31日
工事場所	東京都千代田区富士見町1-1-1
注文金額	¥5,700,000.-
本体価格	¥5,700,000.-
消費税等(10%)	¥0.-
支払条件	工事完了後、2024年10月31日までに指定口座へお振込み
備考	詳細は貴社2024年5月22日発行御見積書による

上記の通り注文いたします。

注文者

東京都港区六本木5-15-5  
フィリピン共和国大使館



# 注文請書

2024年7月1日

フィリピン共和国大使館 御中

工事No.	8240756803
工事名称	フィリピン共和国大使館 大使公邸 109号室シャワーユニット設置工事
工期	2024年7月22日 ~ 2024年8月31日
工事場所	東京都千代田区富士見町1-1-1
注文金額	¥5,700,000.-
本体価格	¥5,700,000.-
消費税等(10%)	¥0.-
支払条件	工事完了後、2024年10月31日までに指定口座へお振込み
備考	詳細は貴社2024年5月22日発行御見積書による

上記の通り注文を御請けいたします。

請負者



AKITEM

東京都目黒区東山1-1-2 東山ビル

株式会社アキテム

代表取締役 鯉淵 健太郎

TEL:03-3760-7701 FAX:03-3760-7709

登録番号:T3013201000211

印

# Order Sheet

01 July, 2024

To: Akitem Co., Ltd.

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Ref No.	8240756803
Name of Construction	Room 109: Installation of shower unit at the ambassador's residence in Kudan, Republic of the Philippines
Construction Period	22 July, 2024 ~ 31 August, 2024
Venue	1-1-1 Fujimi, Chiyoda-ku, Tokyo
Total Amount	¥5,700,000.-
Amount	¥5,700,000.-
Consumption Tax, etc	¥0.-
Payment	Bank Transfer before 31 October, 2024 upon completion of construction
Note	Details of the construction, refer to the quotation
	dated on 22 May, 2024

We hereby order the construction mentioned above.

Ordering Party:

Embassy of the Republic of the Philippines  
5-15-5 Roppongi, Minato-ku, Tokyo

Seal

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# Acceptance Sheet

01 July, 2024

To: Embassy of the Republic of the Philippines

Ref No.	8240756803
Name of Construction	Room 109: Installation of shower unit at the ambassador's residence in Kudan, Republic of the Philippines
Construction Period	22 July, 2024 ~ 31 August, 2024
Venue	1-1-1 Fujimi, Chiyoda-ku, Tokyo
Total Amount	¥5,700,000.-
Amount	¥5,700,000.-
Consumption Tax, etc	¥0.-
Payment Term	Bank Transfer before 31 October, 2024 upon completion of construction
Note	Details of the construction, refer to the quotation
	dated on 22 May, 2024

We hereby accept the construction mentioned above.

Accepting Party:



Higashiyama Bldg. 1-1-2 Higashiyama, Meguro-ku, Tokyo

Akitem Co., Ltd.

Kentaro Koibuchi, President

TEL:03-3760-7701 FAX:03-3760-7709

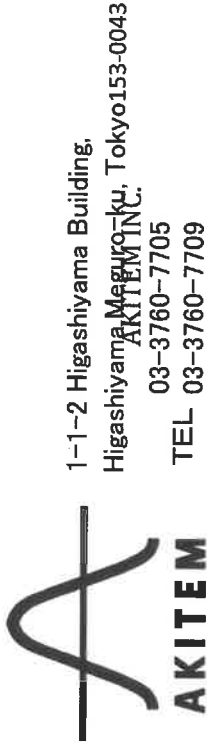
Invoice Registration Number: T3013201000211

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# QUOTATION

Quotation No.:  
March, 08 2024

**To: Philippine Embassy**  
Philippine Embassy Ambassador's Residence Room 109 Shower  
Unit Installation Work



**Amount : ¥6,100,000 .-**

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Site Address : 1-1-1 Fujimi, Chiyoda-ku, Tokyo	Note :
The quotation is valid for : 30 days	
construction deadline :	
Condition for Payment : Per usual	

**【Conditions for the Quotation】**

- 1 Work will take place on a weekday during daytime (Night time work will be charged separately)
- 2 Allow us to use the electricity, water and restroom facilities without charges during the work.
- 3 Any item not listed in the quotation will be counted as separate/additional works.
- 4 Meeting will be required for the schedule arrangement of the work.
- 5 Any defects discovered during the replacement work will be counted as separate/additional works.
- 6 Countermeasure for neighbor and tenants not included.
- 7 Asbestos Disposal Fee is not included. If there is any Asbestos that would be included, will be counted as separate quotation.

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## Breakdown Details

Item	Description	Quantity	Unit	Unit Price	Amount	Note
<b>1. Building Work</b>						
<b>Temporary Work</b>						
Protection Fee	Includes Pladan curing and sink	1	Set		150,000	
Pathway Protection		1	Set		48,000	
Exterior Scaffolding	For pass through of pipes	1	Set		60,000	
Scaffolding rental fee		1	Set		52,000	
<b>Demolition Work</b>						
Existing Ceiling Removal		1	Set		100,000	
Existing Bath Partition Removal		1	Set		38,000	
Removal of Concrete wall and floor inside bath		1	Set		42,000	
Existing door removal	including frame	1	Set		25,000	
Insite small transport		1	Set		150,000	
Removed materials disposal fee		1	Set		210,000	
<b>Interior Work</b>						
Insert Punching		1	Set		62,000	
ceiling lightframe		1	Set		105,000	
Wall calcium silicate board		1	Set		180,000	
Strengthening of opening areas		1	Set		26,000	
ceiling bath ribs insulation board installation		1	Set		180,000	
sealing work		1	Set		82,000	
Plastering Work	elevation of flooring	1	Set		120,000	
Plastering Work	Molding around removed frame	1	Set		60,000	
Waterproofing work	Floor Mortal removal above	1	Set		250,000	
*Dining room side inner door installation	Plastic	1	Set		68,000	

### **Breakdown Details**

<b>Item</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Amount</b>	<b>Note</b>
Floor tile installation		1	Set		250,000	
* Room 110 side door installation	aluminum sliding door order made	1	Set		450,000	
Transport and delivery fee		1	Set		150,000	
Occurred waste materials disposal fee		1	Set		160,000	
<b>Painting Work</b>						
Painting	Materials and labor together	1	Set		80,000	
<b>Room 110 side floor work</b>						
Existing floor carpet part removal	on-site processing include	1	Set		32,000	
Installation of metal parts	Materials and labor together	1	Set		76,000	
Repair of floor base		1	Set		15,000	
PVC sheet install		1	Set		48,000	

## Breakdown Details

Item	Description	Quantity	Unit	Unit Price	Amount	Note
<b>2. Facilities Construction Work</b>						
Overhead Shower with thermo		1	Set		96,000	
Washlet HX2		1	Set		100,000	
Counter sink	accessories included	1	Set		55,000	
Flip up railing	accessories included	1	Set		84,000	
Multi purpose railing	accessories included	1	Set		24,000	
Railing for shower	accessories included	1	Set		17,000	
installation fee of above railings		1	Set		80,000	
<b>Ventilation Work</b>						
Duct Piping	100Φ Materials and Labor	1	Set		50,000	
Core Opening Repair fee	x-ray included	1	Set		80,000	
Thermal insulation work		1	Set		30,000	
<b>Water Supply, Hot water supply work</b>						
Existing pipes removal		1	Set		25,000	
Installation of new pipes for water supply and hot water supply	Materials and Labor together Polyethylene Pipe	1	Set		120,000	
Exposed part pipes molding	Materials and Labor together	1	Set		40,000	
core opening repair fee		1	Set		80,000	
<b>Water drainage work</b>						
Existing Pipe Removal		1	Set		25,000	
Floor chipping repair		1	Set		35,000	
Newly install drainage water pipe for sink and shower	Labor and Materials together	1	Set		350,000	
Ceiling Pipe Repair and rearrangement	Labor and Materials together	1	Set		250,000	

### Breakdown Details


Item	Description	Quantity	Unit	Unit Price	Amount	Note
Chipping work repair		1	Set		30,000	
Miscellaneous Consumables Cost		1	Set		40,000	
On-site Miscellaneous work		1	Set		60,000	
Occurred Waste Disposal		1	Set		35,000	
Transport and delivery cost		1	Set		55,000	



# QUOTATION

Quotation No.:  
March, 08 2024

**To: Philippine Embassy**  
**Philippine Embassy Ambassador's Residence Room 203 Shower**  
**Unit Installation Work**

  
1-1-2 HOGASHIYAMA EMBASSY,  
HIHASHIYAMA, MEGURO-KU, TOKYO 153-0043  
03-3760-7705  
AKITEM TEL 03-3760-7709

Amount : ¥6,200,000 .-

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Site Address : 1-1-1 Fujimi, Chiyoda-ku, Tokyo	Note :
The quotation is valid for : 30 days	
construction deadline :	
Condition for Payment : Per usual	

Translated by Masami Nasu Admin Section

**【Conditions for the Quotation】**

- 1 Work will take place on a weekday during daytime (Night time work will be charged separately)
- 2 Allow us to use the electricity, water and restroom facilities without charges during the work.
- 3 Any item not listed in the quotation will be counted as separate/additional works.
- 4 Meeting will be required for the schedule arrangement of the work.
- 5 Any defects discovered during the replacement work will be counted as separate/additional works.
- 6 Countermeasure for neighbor and tenants not included.
- 7 Asbestos Disposal Fee is not included. If there is any Asbestos that would be included, will be counted as separate quotation.

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## Breakdown Details

Item	Description	Quantity	Unit	Unit Price	Amount	Note
<b>1. Building Work</b>						
<b>Temporary Work</b>						
Protection Fee		1	Set		79,000	
Pathway Protection		1	Set		48,000	
Exterior Scaffolding		1	Set		52,000	
Scaffolding rental fee		1	Set		180,000	
<b>Demolition Work</b>						
Existing Ceiling Removal		1	Set		180,000	
Existing Bath Partition Removal		1	Set		42,000	
Removal of Concrete wall and floor inside bath		1	Set		25,000	
Insite small transport		1	Set		180,000	
Removed materials disposal fee		1	Set		200,000	
<b>Interior Work</b>						
Insert Punching ceiling lightframe		1	Set		82,000	
Strengthening of opening areas		1	Set		180,000	
calcium silicate board setup		1	Set		53,000	
Mortar rising after removal of Bathtub		1	Set		76,000	
Floor tile install		1	Set		82,000	
Transportation and delivery		1	Set		290,000	
Occurred waste materials disposal		1	Set		80,000	
Order made work for Hiding of pipings		1	Set		120,000	
Above item painting		1	Set		150,000	
Install closet		1	Set		65,000	
		1	Set		200,000	



## Breakdown Details

Item	Description	Quantity	Unit	Unit Price	Amount	Note
<b>2. Facilities Construction Work</b>						
Overhead Shower with thermo Shower Unit NS		1	Set		820,000	
ventilation, ceiling ventilation with constant ventilation function		1	Set		22,400	
Tempered sliding door with tempered glass		1	Set		285,400	
Fixed window		1	Set		81,300	
Aqua Neo (black)		1	Set		19,500	
2G Shelf Metal Shelf 180W (Zataps)		1	Set		4,200	
Towel Rack rail (Metal) 200L		1	Set		9,100	
Above item installation fee					150,000	
Sink		1	Set		127,000	
Wood frame 1 surface strong	Esza	1	Set		17,000	
Middle cabinet		1	Set		21,000	
Above item installation fee		1	Set		55,000	
<b>Piping work</b>						
Existing Pipe Removal		1	Set		30,000	
Water Supply, pipe rearrange		1	Set		80,000	
Water heater pipe change		1	Set		180,000	
Existing Pipe Removal	Labor and Materials together	1	Set		60,000	
Floor chipping repair	Labor and Materials together	1	Set		60,000	
Newly install drainage water pipe for sink and shower		1	Set		250,000	
Chipping work repair		1	Set		35,000	
		1	Set		250,000	



# フィリピン共和国大使館大使公邸 109号室風呂場改修工事

## 工事写真報告書

竣工 2024 年 11 月



株式会社 **アキテム**

〒153-0043 東京都目黒区東山1-1-2 東山ビル8F  
電話 03-3760-7701(代表) FAX 03-3760-7709  
リニューアル事業部 電話03-3760-7705





工種 109号室風呂場改修工事

施工前



工種 109号室風呂場改修工事

施工前



工種 109号室風呂場改修工事

施工前



工種 109号室風呂場改修工事

施工前



工種 109号室風呂場改修工事

施工前



工種 109号室風呂場改修工事

施工前



工種 109号室風呂場改修工事

シャワーブース改修後  
完了



工種 109号室風呂場改修工事

トイレ改修後、完了



工種 109号室風呂場改修工事

洗面器改修後、完了



工種 109号室風呂場改修工事

扉改修後、完了



工種 109号室風呂場改修工事

ダイニング側、塞ぎ後  
完了



工種 109号室風呂場改修工事

天井、床廻り改修後  
完了

# フィリピン共和国大使館大使公邸 203号室風呂場改修工事

## 工事写真報告書

竣工 2024 年 11 月



株式会社 **アキテム**

〒153-0043 東京都目黒区東山1-1-2 東山ビル8F  
電話 03-3760-7701(代表) FAX 03-3760-7709  
リニューアル事業部 電話03-3760-7705



工種 203号室風呂場改修

状況 施工前



工種 203号室風呂場改修

状況 施工前



工種 203号室風呂場改修

状況 施工前



工種 203号室風呂場改修

状況 施工前



工種 203号室風呂場改修

状況 施工前



工種 203号室風呂場改修

状況 施工前



工種 203号室風呂場改修

状況 完了



工種 203号室風呂場改修

状況 完了



工種 203号室風呂場改修

状況 完了





工種 203号室風呂場改修

状況 完了



工種 203号室風呂場改修

状況 完了



工種

状況 完了



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
フィリピン 共和国 大使館  
TOKYO, JAPAN

**CERTIFICATE OF INSPECTION AND COMPLETION**

This is to certify that we have inspected the renovation of bathrooms in Rooms 109 and 203 at the Official Residence by the contactor/service provider, **Akitem Co. Ltd.**, conducted from 22 May to 29 August 2024, and found the works acceptable and completed in accordance with the terms and conditions of the project.

This certificate is being issued in support of full and final payment of the project, without prejudice to any warranty claim based on any defect that may become apparent after payment has been made.

  
**TORMUZIE B. INDANAN**

Finance Officer

  
**JAMILLE R. SAN JOSE**  
Property Officer



**FATIMA G. QUINTIN**  
Administrative Officer

Approved:

  
**MYLENE GARCIA ALBANO**  
Ambassador

\_\_\_\_\_ 6 September \_\_\_\_\_ 2024