



**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 under the General Appropriations Act and chargeable against National Commission for Culture and the Arts (NCCA) Funds, intends to apply the sum of **Two Million Three Hundred Ninety thousand Pesos (Php2,390,000)**, being the Approved Budget for the Contract (ABC) for **services as consultant and event organizer for the project "Runway Presentation/Event with welcome cocktails featuring Philippine Fashion Designers"** as part of the commemoration of the 125<sup>th</sup> Anniversary of the Proclamation of Philippine Independence to be held in Tokyo on 15 September 2023. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

**Name of Project** : **Services as consultant and event organizer for Runway Presentation/Event with welcome cocktails featuring Philippine Fashion Designers in commemoration of the 125<sup>th</sup> Anniversary of the Proclamation of Philippine Independence**

**Location** : **Tokyo, Japan**

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

**Approved Budget** : **Two Million Three Hundred Ninety thousand Pesos (Php2,390,000)**

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 6 September 2023 (Japan 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 inquiry, you may contact the Philippine Embassy at telephone number 03-5562-1600.

  
**Mr. ANWAR M. ITO**

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); [hp.calabocal@philembassy.net](mailto:hp.calabocal@philembassy.net)

7 August 2023, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure the following services, from a reputable company/service provider.

**Description**

Services as consultant and event organizer for **“Runway Presentation/Event with welcome cocktails featuring Philippine Fashion Designers”** in commemoration of the 125<sup>th</sup> Anniversary of the Proclamation of Philippine Independence

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed Two Million Three Hundred Ninety thousand Pesos (Php2,390,000).

**III. Deliverables**

The consultant shall provide the following services:

- Organize a runway presentation / event with welcome cocktails featuring Philippine fashion designers in TOKYO as part of the year-long celebration of the milestone 125<sup>th</sup> Anniversary of the Proclamation of Philippine Independence to be held on 15 September (5:30pm - 7:00pm).
- Prepare the concept, organize the program, including getting the director of the fashion show, Philippine designers to be featured, Philippine and Japanese models support staff, photographer, caterer for welcome cocktails, venue for the event, and Filipiniana tokens to be given away during the Runway Presentation / Event mentioned above including bringing the director, designers, models, attires and tokens from the Philippines to Tokyo, Japan.
- Implement the two activities stated above with Tokyo PE;
- Coordination with Tokyo PE from preparations up to the day of the implementation of the two activities;
- Attend meetings in relation to this project; and
- Provide assistance to Tokyo PE in all activities in relation to these activities.

**IV. Pricing**

The offered quote or cost of the contract can be in Japanese Yen or Philippine Peso and inclusive of all applicable government taxes and 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 thereby incurring any liability to the affected company/supplier.

**VII. Terms of Payment**

Payment shall be made within seven (7) days upon delivery/completion and acceptance of the item/s under the Project.

## PRICE QUOTATION FORM

6 September 2023

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	Services as consultant and event organizer for Runway Presentation/Event with welcome cocktails featuring Philippine Fashion Designers	Date of Event: 15 September 2023		
		Location: BAC-approved hotel in Tokyo		
		Specifications: As stated in the TOR		

(Amount in words)

\_\_\_\_\_  
\_\_\_\_\_.

The above-quoted prices are inclusive of all costs and applicable taxes, and I undertake to perform said service and/or deliver said goods at the above specified address no later than **15 September 2023**.

Very truly yours,

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Contact Details