



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 **One Million Two Hundred Thousand Japanese Yen (¥1,200,000)**, being the Approved Budget for the Contract (ABC) for services as consultant and event organizer for the project “HABInatin 2023 – Terno Exhibition and Philippine Weaves Lecture” as part of the commemoration of the 125th Anniversary of the Proclamation of Philippine Independence to be held at a hotel in Tokyo from 12 to 13 June 2023. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

Name of Project : Services as consultant and event organizer for HABInatin 2023 – Terno Exhibition and Philippine Weave Lecture in commemoration of the 125th Anniversary of the Proclamation of Philippine Independence

Location : Tokyo, Japan

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

Approved Budget : One Million Two Hundred Thousand Japanese Yen (¥1,200,000)

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 30 May 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; hp.calabocal@philembassy.net

2 May 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 Habinatin 2023 – Terno Exhibition and Philippine Weave Lecture in commemoration of the 125th 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 One Million Two Hundred Thousand Japanese Yen (¥1,200,000).

III. Deliverables

The consultant shall provide the following services:

- Finalize 2 activities as shown below subject to consideration and approval of Tokyo PE:
 - Terno and Hand-weaving Exhibition on 12 June 2023 (6:30 – 8:00 PM) during the Reception for the commemoration of the Philippines 2023 Independence Day and
 - Two sessions (10:00 – 11:30 AM and 12:00 noon – 1:30PM) of a Lecture with Terno Exhibition and live hand-weaving demonstration on 13 June 2023.

- Prepare the concept, curate the exhibit, and organize the two activities above including bringing the Ternos, expert lecturer and weaver from the Philippines to Japan. These actions will be coordinated with and subjected to the consideration and approval of Tokyo PE;
- 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

15 May 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 Habi Natin 2023 – Terno Exhibition and Philippine Weave Lecture in commemoration of the 125 th Anniversary of the Proclamation of Philippine Independence	Date of Event: 12 and 13 June 2023		
		Location: BAC-approved hotel in Tokyo		
		Specifications: As stated in the TOR		

(Amount in words)

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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 **12 and 13 June 2023**.

Very truly yours,

Name of Company

Printed Name and Signature

Contact Details