



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

**REQUEST FOR QUOTATION**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure services for repair and reconstruction of exterior wall at the Embassy 1st Floor located at 5-15-5 Roppongi, Minato, Tokyo, and would like to request a quotation from qualified and capable service provider.

The Terms of Reference of the Project are attached as **Annex A**.

Interested companies are kindly requested to accomplish the attached Price Quotation Form (**Annex B**) and submit it directly or by email to the Philippine Embassy in Tokyo through:


**Mr. ANWAR M. ITO**

Head, Bids and Awards Committee (BAC) Secretariat  
Philippine Embassy, Tokyo, Japan  
5-15-5 Roppongi, Minato-ku, Tokyo, Japan  
Email: [admin.section@philembassy.net](mailto:admin.section@philembassy.net)

The deadline for the submission of quotations is on 6 October 2023 at 12:00 NN.

For further information and clarification, please email the Administrative Section of the Philippine Embassy at [admin.section@philembassy.net](mailto:admin.section@philembassy.net) or call +813 5562 1600 to 1602, 1604 to 1605 ext. 122 or 121.

Sincerely yours,

  
**ANWAR M. ITO**  
Administrative Officer  
Head, BAC Secretariat

7 August 2023

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to repair and reconstruct the exterior wall at the Embassy 1st Floor located at 5-15-5 Roppongi, Minato, Tokyo, hereinafter referred to as the Project, from a reputable company/supplier.

**I. Description**

Repair package and/or renovation of the exterior wall at the Embassy 1st Floor (DCM Office) located at 5-15-5 Roppongi, Minato, Tokyo, Japan.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Five Hundred Thousand Japanese Yen (JPY500,000) or Three Thousand Eight Hundred Forty Six Dollars and Fifteen Centavos only (USD3,846.15).**

**III. Deliverables**

The company/supplier shall provide the Philippine Embassy the required repair package and/or renovation that meet the minimum description. The Project must be completed on or before 30 December 2023.

**IV. Pricing**

The offered quote or cost of the contract should be in Japanese Yen and inclusive of all applicable government taxes and charges, delivery cost, and installation charges.

**V. Warranty**

The item/equipment provided by the company/supplier should include the manufacturer's appropriate warranty. The company/supplier shall be responsible and liable for providing the necessary remedies for defects, faults or shortages after the completion of the Project.

**VI. Evaluation Process**

The Project shall be awarded to the lowest priced, acceptable and responsive quotation/offer or Lowest Calculated Responsive Quotation (LCRQ).

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 and acceptance of the item/s under the Project.

**PRICE QUOTATION FORM**

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

Sir/Madam:

We wish to quote our lowest price, inclusive of tax and other lawful charges, on the items listed below:

<b>DESCRIPTION</b>	<b>QTY</b>	<b>QUOTE</b>
<b>TOTAL (inclusive of tax and other lawful charges)</b>		<b>JPY</b>

This also serves as our compliance to the terms and provisions of the Terms of Reference of the Project.

Total Amount in JPY :  
Amount in words :

Very truly yours,

\_\_\_\_\_  
Name of the Company/Supplier

\_\_\_\_\_  
Name/Signature of Representative

\_\_\_\_\_  
Contact Number