



**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 the renovation of the bathrooms, installation of an outdoor bathroom and room conversion to bathroom at the Official Residence of the Philippine Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan, and would like to request a quotation from qualified and capable suppliers.

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 11 September 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

1 June 2023

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to renovate seven (7) bathrooms, renovation of toilets, installation of an outdoor bathroom and conversion of storage room to bathroom at the Official Residence of the Ambassador at the Official Residence of the Philippine Ambassador located at 1-1-1 Fujimi, Chiyoda-ku, Tokyo, Japan, hereinafter referred to as the Project, from a reputable company/supplier.

**I. Specification/Particulars**

The following are the items and scope of work for the proposed project:

	<b>ITEMS</b>	<b>SCOPE OF WORK</b>
<b>1</b>	<b>Renovation of maid's bathroom (1st floor Room 111)</b>	-Replacement of old floor tiles -Removal of bathtub and installation of shower -Replacement of old shower, lavatory, and toilet bowl -Repainting of the walls
<b>2</b>	<b>Installation of portable toilet and shower for maid's use while their bathroom is under renovation</b>	-Installation of portable shower and toilet
<b>3</b>	<b>Renovation of twin guestroom's toilet (2nd floor inside Room 217)</b>	-Installation of shower booth -Reposition the lavatory -Reposition the toilet bowl -Replacement of water boiler for the shower
<b>4</b>	<b>Renovation of the bathroom of masterbedroom's annex room (2nd floor, Room 213)</b>	-Removal of bathtub and install shower -Replacement of lavatory and toilet bowl -Replacement of floor tiles
<b>5</b>	<b>Installation of shower booth at the master's bedroom (2nd floor Room 211)</b>	-Removal of bathtub and installation of shower -Installation of additional lavatory -Replacement of floor tiles
<b>6</b>	<b>Renovation of bathroom of the big guest room (2nd floor Room 206)</b>	-Removal of the partition beside the toilet bowl - Remove bathtub and install shower - Replacement of old toilet bowl - Replacement of lavatory

		<ul style="list-style-type: none"> <li>-Replacement of old tiles</li> <li>-Repaint the walls</li> </ul>
7	<b>Renovation of guest's toilet near door entrance (1st floor Room 103)</b>	<ul style="list-style-type: none"> <li>- Removal of the door partition at toilet bowl area to make it more spacious</li> <li>-Reposition the toilet bowl</li> <li>-Change the wallpaper</li> <li>-Change the old floor tiles</li> </ul>
8	<b>Renovation of the caretaker's bathroom</b>	<ul style="list-style-type: none"> <li>-Removal of bathtub and installation of shower</li> <li>- Replacement of old toilet bowl</li> <li>- Installation of lavatory</li> <li>-Replacement of old tiles</li> <li>-Repaint the walls</li> <li>-Installation of water boiler</li> </ul>
9	<b>Installation of outdoor toilet and shower unit outside the Residence (at the back of the caretaker's house)</b>	<ul style="list-style-type: none"> <li>-Installation of shower and toilet</li> <li>-Installation of lavatory</li> <li>-Installation of water boiler</li> </ul>
10	<b>Conversion of storage room (in front of attic stairs) to toilet and bath (Room 224)</b>	<ul style="list-style-type: none"> <li>-Repainting of room</li> <li>- Installation of shower booth and bathtub</li> <li>- Installation of lavatory and toilet bowl</li> <li>-Flooring works</li> <li>- Installation of drain pipes and water pipes</li> <li>-Installation of aircon/heater</li> </ul>

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Fifty Two Million Japanese Yen (JPY52,000,000)**.

**III. Deliverables**

The company/supplier shall supply the Philippine Embassy the above-mentioned renovation project that meets the minimum specifications indicated under Section I above.

**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.

**ANNEX B**

**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:

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

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