



**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 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 **Nine Hundred Thirty Six Thousand Philippine Pesos (Php936,000)**, being the Approved Budget for the Contract (ABC) for the services of performers who can represent the Philippines' history and culture with accompanying music, props and costumes during the Diplomatic Reception for the commemoration of the 125th Anniversary of the Proclamation of Philippine Independence to be held on 12 June 2023 in Tokyo, Japan and would like to request a quotation from qualified and capable service providers.

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

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

Interested service providers 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 15 May 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

2 May 2023

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure the services of performers who can represent the Philippines' history and culture with accompanying music, props and costumes during the Diplomatic Reception for the commemoration of the 125th Anniversary of the Proclamation of Philippine Independence to be held on 12 June 2023 in Tokyo, Japan, hereinafter referred to as the Project, from a reputable company/supplier.

**I. Specification/Particulars**

**Engagement of services of guest performers for the Diplomatic Reception on 12 June 2023. The performers will provide the following services:**

- Research and Development of a series of traditional Philippine dances and Philippine Festival dances from Luzon, Visayas, and Mindanao in the Philippines;
- Creation of the choreography with accompanying music, props, and costumes / attire for the series of traditional Philippine dances and Philippine Festival dances from Luzon, Visayas, and Mindanao in the Philippines, a total of four (4) production numbers;
- Perform on 12 June 2023 during the Reception for the commemoration of the 125<sup>th</sup> Anniversary of the Proclamation of Philippine Independence with accompanying music, props, and costumes / attire at the Imperial Hotel four (4) production numbers as follows:
  - Song and dance numbers from Luzon, Visayas and Mindanao; and
  - One finale PHL song and dance medley.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Nine Hundred Thirty Six Thousand Philippine Pesos (Php936,000)**.

**III. Deliverables**

The company/service provider shall supply the Philippine Embassy the above-mentioned lease of venue that meets the minimum specifications indicated under Section I above.

**IV. Pricing**

The offered quote or cost of the contract should be in Philippine Pesos and inclusive of all applicable government taxes and charges and service charges.

**V. Warranty**

The item/equipment provided by the company/supplier should include the manufacturer's appropriate warranty, if applicable. The company/supplier shall be

**V. Warranty**

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

**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 completion of the event pursuant to 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>Engagement of services of guest performers for the Diplomatic Reception on 12 June 2023</b> <b>-Professional fees and production package</b> Date: 12 June 2023 Time: 5:00pm - 9:00pm		
<b>TOTAL (inclusive of tax and other lawful charges)</b>		PHP

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

Total Amount in PHP :

Amount in words :

Very truly yours,

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

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

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