



**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 for Fiscal Year (FY) 2024 of the General Appropriations Act (GAA), chargeable against the Maintenance and Other Operating Expenses (MOOE) from the General Fund of the Embassy, intends to apply the sum of **Three Million Japanese Yen (JPY3,000,000.00)** being the Approved Budget for the Contract (ABC) for the procurement for the Year-End Gathering and Planning Event for the Embassy.

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

**Name of Project** : **Year-End Gathering and Planning Event for the Embassy**

**Location** : **Hotel or Reception Venue within a Close Proximity from the Embassy of the Republic of the Philippines, 5-15-5 Roppongi, Minato-ku, Tokyo**

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

**Approved Budget** : **Three Million Japanese Yen Only (JPY3,000,000.00)**

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 **12 November 2024** (Japan Standard 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 inquiries, you may contact the Philippine Embassy at telephone number 03-5562-1600.

**Ms. FATIMA G. QUINTIN** *F Quintin*

Consul, Administrative Officer and 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)

28 October 2024, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to secure the services of a qualified company which can provide the lease of venue for the Year-End Gathering and Planning Event for the Embassy, for the service period of either 13 or 16 December 2024.

**I. Description**

Procurement for the Year-End Gathering and Planning Event for the Embassy, for the service period of either 13 or 16 December 2024.

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed **Three Million Japanese Yen (JPY3,000,000.00)**.

**III. Deliverables**

The company/supplier shall be a qualified company/service provider which is capable of leasing a hotel or reception venue for the Embassy, with the following specifications and inclusions:

- A) Within a close proximity from the Philippine Embassy, preferably within Minato-ku;
- B) Capable of accommodating one hundred (100) attendees;
- C) Lease of venue must include buffet-style food and drinks for attendees;
- D) Must have at least a basic sound system set-up with at least two (2) microphones;
- E) Must have a projection set-up;
- F) With at least ten (10) guest tables (rectangular or round);
- G) With at least two extra set-up tables for organizing committee;
- H) With a stage for presentations;
- I) With at least one (1) point person or coordinator with whom the Embassy can convey with on logistics and arrangements for the event.

**IV. Pricing**

The cost of the product/service shall be quoted in Japanese yen, inclusive of all taxes and other lawful charges (including delivery).

**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 incurring any liability to the affected company/supplier.

**VI. Terms of Payment**

Payment shall be made after the complete delivery and inspection of the materials and work and upon receipt of the invoice by the Finance Section of the Philippine Embassy.

## PRICE QUOTATION FORM

[DATE]

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	Procurement for the Year-End Gathering and Planning Event for the Embassy.			

(Amount in words) \_\_\_\_\_  
\_\_\_\_\_

The above-quoted prices are inclusive of all costs, including driver's wage, toll fees, fuel, and applicable taxes, and I undertake to perform said service and/or deliver said service at the above specified address on the abovementioned dates.

Very truly yours,

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

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

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