



**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 Post's MOOE, intends to apply the sum of **One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000)**, being the Approved Budget for the Contract (ABC) for the **venue set up and food arrangements** for the welcome dinner of the Ambassador for the Senate of the Philippine delegation at the Official Residence in Kudan on 3 April 2023. Quotations/Proposals received in excess of the ABC shall be automatically rejected.

**Name of Project** : **Venue set up and food arrangements for the welcome dinner of the PHL Ambassador to Japan for the delegation from the Senate of the PHL at the Official Residence in Kudan**

**Location** : **1-1-1 Fujimi, Chiyoda-ku, Tokyo**

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

**Approved Budget** : **One Million Four Hundred Forty Four Thousand Japanese Yen (¥1,444,000)**


Interested supplier 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 21 March 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](mailto:admin.section@philembassy.net); [hp.calabocal@philembassy.net](mailto:hp.calabocal@philembassy.net)

7 March 2023, Tokyo, Japan

**TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines in Tokyo, Japan intends to procure a catering service, from a reputable company/service provider.

**I. Description**

Procurement of catering service for 60 persons at the Official Residence of the Ambassador

**II. Approved Budget for the Contract**

The approved Budget for the Contract (ABC) for the Project shall not exceed One Million Four Hundred Forty Four Thousand Japanese Yen (JPY1,444,000.00).

**III. Deliverables**

The company/supplier shall serve as the caterer for the welcome dinner of the Ambassador for the Senate delegation on 3 April 2023 at 7:00pm. The caterer shall serve food (course meal type) and drinks to 60 persons at the Official Residence of the Ambassador at Kudan.

**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, delivery cost, and installation 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

7 March 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	Venue set up and Food arrangements	Date of Event: 3 April 2023 (Monday)		
		Attendance for 60 pax		
		Title of event: Venue set up and food arrangements for the welcome dinner of the PHL Ambassador to Japan for the PHL Senators at the Official Residence in Kudan		

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

The above-quoted prices are inclusive of all delivery costs and applicable taxes, and I undertake to perform said service and/or deliver said goods at the above specified address no later than **21 March 2023**.

Very truly yours,

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

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

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