



**CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
OSAKA**

**THE PHILIPPINE CONSULATE GENERAL**

Osaka, Japan 在大阪フィリピン共和国総領事館

**REQUEST FOR QUOTATION 入札募集(見積書提出のお願い)**

Sir/Madam: (関係者各位)

Please submit your lowest price quotation for the following item/s individually described below, subject to the following conditions: フィリピン共和国政府用途物品の購入、または事業の実現にあたり、以下に明記する品目・内容につきまして、最善価格での見積書の提出をお願い申し上げます。ただし、以下1-7の条件を前提とします。

1. Quotations submitted to the Consulate will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER will be served to the supplier. The delivery date will be indicated in the Purchase Order. 領事館に提出された見積書は最終のご提案とみなします。御社のご提案が採用となりました場合、「発注書」(フィリピン政府書式)をお渡しします。当該「発注書」に、納入日など必要項目のご記入をお願い申し上げます。
2. The Department hereby reserves the right to reject any/all offers, and accept any/all offers it may consider most economical and advantageous to the Government. 比政府外務省は、最善の公的有益性を考慮し、ご提案の全部あるいは一部について、受理・不受理を決定する権利を有します。
3. Goods/Services supplied and delivered shall be subject to the usual inspection by the duly authorized representative of the Consulate. 物品/サービスの配達や提供につきましてはフィリピン総領事館側の権限者(物品管理官)による定期的な確認をさせていただきます。
4. Payment will only be effected by strict compliance with the usually prescribed accounting and auditing requirements お支払いにつきましては、フィリピン政府規定に準拠のうえ行います。
5. Payment shall be in Japanese Yen, paid directly to the account of the winning bidder. お支払いは、通貨日本円で決定業者様の銀行口座への振込みとなります。
6. Interested suppliers are required to submit their duly-signed Price Quotation Form. 入札希望業者様におかれましては、添付の「見積書」様式にご署名(捺印)を付しご提出下さい。
7. The deadline for submission of the quotation is **27 October at 12:00 pm** (Japan time).

「見積書」の提出期限: 年 月 日 (日本時間 正午・午後12時)

<b>RFQ Code 照合コード</b>	2023-RFQ-19
<b>Name of the Project プロジェクト名</b>	Procurement of IT Consultancy and Automation Services
<b>Approved Budget: 承認済み予算</b>	350,000 JPY (per month)
<b>Specification スペック</b>	Please see attached priced quotation form 添付の「見積書」をご覧ください


Open quotations may be submitted in person or through fax at 06-6910-8734. ご来館またはFAX送信(番号:06-6910-8734)によりご提出をお願い申し上げます。

For inquiries, you may contact the Philippine Consulate General Osaka at telephone number 06-6910-7999. お問い合わせ先: 在大阪フィリピン共和国総領事館 TEL:06-6910-7999

OsakaPCG-BAC-01 | Effectivity Date 30 March 2023 | Revision: 00

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Very truly yours, 敬意をこめて

  
BAC Chairperson 入札委員会 委員長

## PRICE QUOTATION FORM

Date

Philippine Consulate General Osaka  
Twin 21 MID Tower 24F  
2-1-61 Shiromi, Chuo-ku  
Osaka City 540-6124 Japan

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:

Description	Quantity	Approved Budget Contract	Unit Cost (¥)	Amount (¥)
• As per the attached				

The above-quoted prices are inclusive of applicable taxes, and I undertake to deliver said services at the Philippine Consulate General in Osaka on the above-specified delivery dates.

Very truly yours,

Name of Company

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Printed Name & Signature

Contact Details

## Terms of Reference

### PROCUREMENT OF IT CONSULTANCY AND AUTOMATION SERVICES

#### I. GENERAL DESCRIPTION

The Consulate aims to increase efficiency, reduce costs, and improve the quality of the services that it provides by automating repetitive and time-consuming tasks. This project will focus on doing the due diligence to find the opportunities for automation and creating a plan for its creation, implementation, and maintenance. The Post does not have any expertise in automation. Thus, procurement of IT Consultancy and automation services is a must.

However, to ensure successful implementation and to prevent piecemeal solutions, the project will be divided into **four phases - define, design, deploy, and monitor & maintain**. The **first two phases define and design will be covered in this contract** while the deploy and monitor & maintain phases will be included in the next part of the contract.

Thus for the define and design phases of the contract, the service provider is expected to understand the needs of the Consulate, evaluate the current processes, and identify opportunities for automation.

#### II. DELIVERABLES

The provider shall:

- Conduct due diligence on the consular services processes of the Consulate;
- Find automation opportunities in the existing processes;
- Create a proposal on the creation, implementation, and maintenance of the identified processes that can be automated.

#### III. DURATION

The procurement of IT consultancy and automation services shall be a three-month project between the provider and the Philippine Consulate General, Osaka with a possible extension of the contract.

#### IV. SCOPE

**The focus of the project shall be on the Other Consular Services of the Post which are:**

- Notarial Services;
- Civil Registry Services;
- Visa Services;

- The payment process for these services; and
- Reporting process

### **III. FEES AND TERMS OF PAYMENT**

The Department shall pay the provider a maximum service fee of three hundred fifty thousand yen (**JPY 350,000**) **per month**.