



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul

## **REQUEST FOR QUOTATION**

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of contract for the hiring of legal consultant for the renovation of the Chancery, in accordance with the “Guidelines for the Procurement of Goods and Services, Infrastructure Projects and Consulting Services to be Procured and Performed Overseas”, as approved by the Government Procurement Policy Board (GPPB) in its Resolution No. 28-2017 dated 31 July 2017.

The terms of reference of the project are listed on **Annex A**. Aside from the quotation, interested companies are required to submit their company profile for vetting purposes.

Incomplete submissions (*quotation without submission of the company profile or vice versa*) shall be considered ineligible.

The last day for the submission of quotations is on Tuesday, 16 August 2022, at 5:00 p.m. Interested suppliers may send their duly signed quotations to **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at telephone number (02)796-7387 ext. 312.

The Embassy of the Philippines  
Seoul, Republic of South Korea

09 August 2022

# HIRING OF LEGAL CONSULTANT FOR THE RENOVATION OF THE CHANCERY

## Terms of Reference

The Embassy of the Philippines intends to engage the services of a legal consultancy firm for the renovation of the consular section and select areas of the building.

### **I. Background**

When the Embassy purchased the building on 20 May 2013, the basement and first floor was renovated to transform it into reception/lobby area (basement) and Consular section (1<sup>st</sup> floor). In 2020, with the establishment of Sentro Rizal, the 2<sup>nd</sup> floor underwent renovation to convert the available areas into Sentro Rizal Hall and Sentro Rizal Conference Room. Aside from these two renovation projects, the building has not undergone any other construction projects.

Due to the age of the building, some of the issues have been observed which needs to be addressed immediately in order to decelerate or avoid further deterioration of the building. In this regard, the Embassy will undertake the renovation project in order to immediately address the building issues and to create a modern and accommodating atmosphere while efficiently using all the spaces of the building.

### **II. Objectives**

*This Terms of Reference* shall provide the requirements for the engagement of a Consultant for the Renovation of the Chancery Project, to ensure:

- a. that the Philippine Embassy's requirements on functionalities and standards are satisfied; and
- b. that the said Project is successfully concluded without unreasonable delay.

### **III. Scope of Work**

The Scope of Work includes, but is not limited to the following tasks described:

- a. Evaluate and review the contract/legal agreement between the Philippine Embassy and the Contractor to ensure compliance with relevant rules and regulations on infrastructural renovations, as well as protect the rights and interests of the Philippine Embassy; and
- b. Render an accurate English translation of the contract agreed upon with

the contractor.

**IV. Minimum Qualification Requirement**

- a. A licensed lawyer in the Republic of Korea specializing in redevelopment and reconstruction, and certified by the Korean Bar Association; and
- b. Preferably proficient in both written and oral English language.

**V. Expected Outputs**

The following are the expected outputs from the consultant:

- a. Inputs, proposed revisions and other comments after a thorough review and evaluation of the contract/legal agreement between the Philippine Embassy and the Contractor; and
- b. Accurate English translation of the contract/legal agreement.

**VI. Approved Budget for the Contract**

The Approved Budget for the Contract (ABC) is Two Million Two Hundred Thousand Won (KRW 2,200,000), inclusive of all applicable fees and taxes.

**VII. Terms of Payment**

Payment shall be made based on the following schedule via bank deposit:

1. 30% of the total fee after approval of the Philippine Embassy of the legal review rendered; and
2. 70% of the total fee after submission of the English translation of the agreed contract.

The above-cited schedule of payment may be subject to negotiation and as allowed by the Philippine Procurement Law.