

## **REQUEST FOR QUOTATION**

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of short-term lease contract for one (1) vehicle for the official use of the Embassy, 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**.

The last day for submission of quotations is on Tuesday, 13 September 2022 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com) and attention it to **Ms. Anna Gabriella E. Guinto**.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 796-7387 ext. 312.

The Embassy of the Philippines  
Seoul, Republic of Korea  
09 September 2022

# SHORT-TERM LEASE CONTRACT OF ONE (1) VEHICLE WITH DRIVER FOR OFFICIAL USE OF THE EMBASSY

## Terms of Reference

The Embassy of the Philippines (“Embassy”) needs to contract a reputable car rental company (“Company”) to provide transportation services for the members of the Philippine Delegation attending the inauguration of the Jeju ASEAN Hall.

### ***I. Scope of Work***

The Embassy shall rent the vehicle with driver from the Company for two days (15 to 16 September 2022) for the Philippine delegation (2 persons). This will also include airport pick-up and drop-off during the arrival and departure of the delegation.

Below are the flight details and hotel accommodations of the delegation:

#### *Flight Details*

- 15 September 2022  
Flight No.: KE1209  
Arrival Time: 0825H (08:25 AM)
- 16 September 2022  
Flight No.: KE1234  
Departure Time: 1300H (01:00 PM)

#### *Accommodation Details*

- Jeju Booyoung Hotel & Resort (2554-2 Jungmun-dong, Seogwipo-si, Jeju)
- Jeju Ocean Blue Hotel (2538 Daepo-dong, Seogwipo-si, Jeju)

The contract price should include driver, insurance coverage, fuel replenishment cost, and parking fees. The location of the accommodations and the meeting places are within Jeju.

### ***II. Expected Deliverables***

- a. The Company shall ensure that the vehicles assigned to the Embassy is in excellent condition. However, in an event that the vehicle breaks down, the Company will arrange for its immediate replacement without delays.
- b. The assigned vehicle shall include a driver, preferably can speak English language.
- c. The assigned vehicle should be of year 2019 and onwards.
- d. The Embassy is not liable for the maintenance of the company’s vehicles.

The Company shall be responsible for its vehicle's maintenance.

**III. *Vehicle Specifications***

Based on the number of people, the Embassy will require for a 4-seater sedan, which can comfortably seat 2 persons at the back and 2 persons in front, including driver.

**IV. *Terms of Payment***

Payment shall be made within seven (7) days after fulfillment of the contract.