



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 Embassy Renovation Project of the executive office and other areas 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**, while pictures of areas due for renovation are on **Annex B**. Aside from the quotation and other documents listed in Section XI of the Terms of Reference, interested companies are required to submit their company profile, including past projects; for vetting purposes.

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

The last day for submission of quotations is on 01 December 2023 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

Interested suppliers may set-up a schedule for an ocular inspection with Ms. Guinto to check the areas to be renovated in person.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 788-2100/2101 loc. 142.

The Embassy of the Philippines
Seoul, Republic of Korea
23 November 2023

EMBASSY RENOVATION PROJECT (Executive Offices and Other Areas of the Chancery)

TERMS OF REFERENCE

I. Background

The Philippine Embassy plans to rehabilitate its Chancery through the following renovation/construction:

1. Renovation of the offices in 3rd and 4th floors (Rooms 301, 302, 401, 402), including the attached agencies' offices, and 5th floor pantry to maximize available space, to create a work-conducive lay-out with newer work station set-up, and to build additional conference/meeting rooms.
2. Renovation of remaining areas in the basement floor of the Chancery, including the toilet, maintenance room and corridor at the basement level
3. Renovation of the old PDOT showroom, previously occupied by Yongsan-gu Police Officers when PDOT held office inside the Chancery before they transferred in another building office.
4. Re-tiling of the Consular section, 2F Conference Room, and Sentro Rizal Hall
5. Renovation of 2F toilet used by meeting participants and guests at the 2F Conference Room and Sentro Rizal Hall
6. Refurbishing of Basement Garage Parking
7. Conversion of Basement Storage into Consular Records Room

II. Scope of Work

The scope of work for the renovation is as follows, but not limited to:

1. Architectural

Rooms 101, 102, Sentro Rizal Hall, Conference Room

- a. Removal and installation of new flooring (e.g. tiles) suitable for indoor floor heating

Sentro Rizal Hall & Conference Room / Toilet

- a. Refurbish toilet area and replace bathroom fixtures

Room 301

- b. Removal and installation of new flooring (e.g. tiles) suitable for indoor floor heating
- c. Replacement of all roll-down window blinds
- d. Relocation of finger scanning machine

Room 301 / Administrative Officer

- a. Removal and construction of walls, windows and doors
- b. Removal and construction of modular shelves and cabinets
- c. Remove and construct toilet/comfort rooms, including replacement of bathroom fittings

Room 301 / Finance Officer

- a. Removal and construction of modular cabinets and shelves

Room 301 / Common Area (including pantry and toilet)

- a. Removal and construction of walls to enclose pantry area
- b. Removal and construction of modular shelves and cabinets
- c. Provision of location for photocopying machine and its supplies
- d. For common toilet, refurbishment and construction of modular cabinets for bathroom supplies
- e. Increase area size to fit with conference table and chairs for eating and intimate office meetings

Room 301 / Property Officer

- a. Construction of walls or cubicle partition to enclose office from common area
- b. Construction of modular shelves and cabinets for office supplies and materials

Room 301 / Telephone Operator

- a. Construction of cubicle partition to enclose office from common area

Room 302

- a. Removal and installation of new flooring (e.g. tiles) suitable for indoor floor heating
- b. Replacement of all roll-down window blinds

Room 302 / Minister and Consul General

- a. Removal and construction of modular cabinets and shelves
- b. Refurbish toilet area, decrease size if necessary, and replace bathroom fixtures

Room 302 / Political and Economic Section

- a. Construction of cubicle partition for three (3) assistants
- b. Construction of modular cabinets and shelves
- c. Provision of location of photocopying machine

Room 302 / Conference Room

- a. Increase area size and construction of walls and door to enclose room when in use

Room 302 / Defense Attache

- a. Removal and construction of modular cabinets and shelves

Room 302 / Defense Attache – Administrative Assistant

- a. Removal and construction of modular cabinets and shelves

Room 302 / Toilet

- b. Refurbish toilet area and replace bathroom fixtures
- c. Construction of modular cabinets for bathroom supplies

Room 401

- a. Removal and installation of new flooring (e.g. tiles) suitable for indoor floor heating
- b. Replacement of all roll-down window blinds

Room 401 / Commercial Counselor

- a. Removal and construction of modular cabinets and shelves
- b. Remove and construct toilet/comfort rooms, including replacement of bathroom fittings

Room 401 / Trade Assistant

- a. Removal and construction of walls or cubicle partition
- b. Construction of modular cabinets and shelves

Room 401 / Trade Officer

- a. Removal and construction of walls or cubicle partition
- b. Construction of modular cabinets and shelves

Room 401 / Agriculture Attache

- a. Removal and construction of modular cabinets and shelves

Room 401 / Agriculture Assistant

- a. Construction of walls or cubicle partition
- b. Construction of modular cabinets and shelves

Room 402

- a. Removal and installation of new flooring (e.g. tiles) suitable for indoor floor heating
- b. Replacement of all roll-down window blinds

Room 402 / Ambassador's Office

- a. Removal and construction of modular cabinets and shelves
- b. Convert the walk-in closet (between office and toilet) into mini conference room for intimate meetings
- c. Refurbish toilet area, decrease size if necessary, and replace bathroom fixtures

Room 402 / Third Secretary and Vice Consul

- a. Removal and construction of modular cabinets and shelves
- b. Increase office area space, if possible

Room 402 / Records and Communications Office

- a. Removal and construction of modular cabinets and shelves
- b. Increase office space by occupying storage space area of existing modular cabinets (corridor going to receiving area)

Room 402 / Secretary to the Ambassador's Office

- a. Removal and construction of modular cabinets and shelves
- b. Provision of location for photocopying machine
- c. Increase office space by occupying storage space area of existing modular cabinets (corridor going to Ambassador's Office)

Room 402 / Receiving Area

- a. Construction of movable partition to enclose Receiving Area when in use

Room 402 / Toilet

- a. Refurbish toilet area and replace bathroom fixtures
- b. Construction of modular cabinets for bathroom supplies

Room 402 / Conference Room

- a. Construction of movable partition to enclose Conference Room Area when in use

Room 402 / Pantry

- a. Removal and construction of modular cabinets and shelves
- b. Decrease area size, if possible

- c. Construction of partition to enclose area and separate from Conference Room

Room 501 / Pantry

- a. Removal and installation of new flooring (e.g. tiles) suitable for indoor floor heating
- b. Removal and construction of modular cabinets and shelves
- c. Refurbish toilet area and replace bathroom fixtures
- d. For toilet area, construction of modular cabinets for bathroom supplies storage
- e. Decrease toilet area size, if possible

Basement level / Toilet

- a. Refurbish toilet area and replace bathroom fixtures
- b. Construction of modular cabinets for bathroom supplies storage
- c. Construction of invisible door, not visible to Embassy guests and clients passing through basement lobby or accessing the elevator

Basement Level / Lobby Reception

- a. Removal and construction of swinging glass door, or as recommended by the Contractor
- b. Install air curtain heater to retain desired room temperature

Basement Level / Consular Records Room

- a. Convert basement storage area into a fully-functional consular records area
- b. Installation of mobile documents rack, maximizing the available space, for retention of permanent consular records (e.g. report of birth, etc), and other consular records that has not met the required number of retention period

Basement Level / Basement Corridor Hallway

- a. Removal and installation of remaining floor and wall tiles in corridor area, similar to wall and floor tiles in reception area
- b. Install air curtain heater to retain desired room temperature

Basement Level / Old Tourism Showroom

- a. Refurbishment of wall and floor
- b. Construction of modular shelves to display trade, agriculture and cultural items and products
- c. Production and application of Philippine-related deco stickers on glass windows and doors

Basement Level / Parking Shutter

- a. Removal, production and application of Philippine-related deco stickers on roll-down parking shutter doors

Basement Level / Parking Garage

- a. Removal of wall tiles

Basement Level / Maintenance Office (GUM Office, Basement level)

- a. Removal and installation of modular cabinets and shelves
- b. Removal and installation of wall partition and door from maintenance office going to boiler room/stock room
- c. Installation of ceiling above office area
- d. Refurbish interior perimeter wall
- e. Removal and installation of new flooring

2. Electrical

- a. Replacement of lights (to LED lights) in the following areas:
 - i. Offices in Rooms 301, 302, 401 and 402
 - ii. Room 501 Pantry
 - iii. Sentro Rizal Hall and Conference Room Shared Toilet
 - iv. Basement Corridor Hallway, Maintenance Office, Toilet, Records Room and Garage Parking
- b. Inspect/review electrical load capacity of the Chancery (for all floors). If increasing electrical load capacity is necessary, supply and install new electrical wirings, conduits, panel boards, bus bars, breakers, etc.

3. Painting

- a. Painting or application of wallpaper in Rooms 301, 302, 401, 402, 501 and other areas at the basement level of the Chancery
4. Testing and Commissioning – include the required testing and commissioning of electrical and mechanical components of the rehabilitation works
5. Clearing and Disposal Works – include site clearing, restoration of damage items during the construction works and disposal construction debris at contractor's disposal area

III. Supervision of Renovation Works

The Contractor is responsible for overseeing the implementation of the renovation in accordance with the contract arrangements between the Embassy and the Contractor.

Prospective suppliers are allowed to visit the site provided that they will coordinate first with the Embassy's Property Officer for scheduling.

IV. Duration of Services

The Contractor shall complete and implement its scope of works within seven (7) months from receipt of Notice to Proceed by the Contractor.

V. Qualification of the Company

The prospective Contractors shall have the following minimum qualifications:

PARTICULARS	REQUIRE QUALIFICATIONS
Experience	With at least five (5) years of experience in the field of building construction/renovation With at least ten (10) past renovation/construction projects Non-compliance to the above qualification requirement constitute a ground to be classified as NON-ELIGIBLE

VI. Approved Budget for Contract

The Approved Budget for the Contract (ABC) is One Billion Five Hundred Eighty Million Won (KRW 1,580,000,000).

VII. Bill of Quantities

Item No.	Description	Qty.	Unit	Unit Price	Total Amount
A. Preliminary Work					
1	Check and marking base line	930	m ²	0.00	0.00
2	Protective covering site	930	m ²	0.00	0.00
3	Cleaning	930	m ²	0.00	0.00
4	Project supervision	930	m ²	0.00	0.00
5	Demolition, remove	930	m ²	0.00	0.00
6	Equipment rental	5	month	0.00	0.00
7	Waste disposal	10	trip	0.00	0.00
B. Embassy Façade / Outside Basement Parking Garage					
1	Repainting of steel frame	800	m ²	0.00	0.00
2	Removal, production and installation of sticker on parking shutter door	3	set	0.00	0.00
C. Room 301					
1	Wall cover finishing (painting / wallpaper)	1	lot	0.00	0.00
2	Replacement of flooring material	100	m ²	0.00	0.00

3	Ceiling works, including installation of LED lights	100	m ²	0.00	0.00
4	Modular/Built-in Furniture	1	lot	0.00	0.00
5	Refurbishment of toilet, including toilet fixtures	2	lot	0.00	0.00
6	Replacement of door units	6	set	0.00	0.00
7	Roll-down window blinds	1	lot	0.00	0.00
8	Electrical work (installation of wall switches, electrical outlets, etc.)	1	lot	0.00	0.00
9	Installation of wall material (including insulation and waterproofing)	1	lot		
D. Room 302					
1	Wall cover finishing (painting / wallpaper)	1	lot	0.00	0.00
2	Replacement of flooring material	200	m ²	0.00	0.00
3	Ceiling works, including installation of LED lights	200	m ²	0.00	0.00
4	Modular/Built-in Furniture	1	lot	0.00	0.00
5	Refurbishment of toilet, including toilet fixtures	2	lot	0.00	0.00
6	Replacement of door units	6	set	0.00	0.00
7	Roll-down window blinds	1	lot	0.00	0.00
8	Electrical work (installation of wall switches, electrical outlets, etc.)	1	lot	0.00	0.00
E. Room 401					
1	Wall cover finishing (painting / wallpaper)	1	lot	0.00	0.00
2	Replacement of flooring material	100	m ²	0.00	0.00
3	Ceiling works, including installation of LED lights	100	m ²	0.00	0.00
4	Modular/Built-in Furniture	1	lot	0.00	0.00
5	Refurbishment of toilet, including toilet fixtures	2	lot	0.00	0.00
6	Replacement of door units	6	set	0.00	0.00
7	Roll-down window blinds	1	lot	0.00	0.00
8	Electrical work (installation of wall switches, electrical outlets, etc.)	1	lot	0.00	0.00
F. Room 402					
1	Wall cover finishing (painting / wallpaper)	1	lot	0.00	0.00
2	Replacement of flooring material	200	m ²	0.00	0.00
3	Ceiling works, including installation of LED lights	200	m ²	0.00	0.00
4	Modular/Built-in Furniture	1	lot	0.00	0.00
5	Refurbishment of toilet, including toilet fixtures	2	lot	0.00	0.00
6	Replacement of door units	6	set	0.00	0.00
7	Roll-down window blinds	1	lot	0.00	0.00
8	Electrical work (installation of wall switches, electrical outlets, etc.)	1	lot	0.00	0.00
9	Replacement of broiler for indoor heating	1	lot	0.00	0.00
G. Room 501					

1	Wall cover finishing (painting / wallpaper)	1	lot	0.00	0.00
2	Replacement of flooring material	35	m ²	0.00	0.00
3	Ceiling works, including installation of LED lights	35	m ²	0.00	0.00
4	Modular/Built-in Furniture	1	lot	0.00	0.00
5	Electrical work	35	m ²	0.00	0.00
6	Replace boiler	1	unit	0.00	0.00
7	Toilet Renewal	1	lot	0.00	0.00
8	Roll-down window blinds	1	lot	0.00	0.00
H. Basement / Consular Records Room					
1	Replacement of flooring material	64	m ²	0.00	0.00
2	Waterproofing of walls and floor	1	lot	0.00	0.00
3	Installation of mobile document rack	1	lot	0.00	0.00
I. Basement / Lobby and Corridor					
1	Installation of wall tile (corridor)	70	m ²	0.00	0.00
2	Removal of old door and installation of new automatic sliding door (lobby)	1	lot	0.00	0.00
3	Installation of air curtain (lobby and garage parking doors)	3	set	0.00	0.00
4	Removal and installation of tile floor	20	m ²	0.00	0.00
J. Basement / Toilet					
1	Installation of new door frame	1	lot	0.00	0.00
2	Wall waterproofing	15.98	m ²	0.00	0.00
3	Installation of wall tile	35	m ²	0.00	0.00
4	Replacement of bathroom fixture	4	set	0.00	0.00
5	Installation of cubicle partition	1	lot	0.00	0.00
6	Floor waterproofing	7	m ²	0.00	0.00
7	Installation of floor tile	7	m ²	0.00	0.00
8	Construction of new ceiling	7	m ²	0.00	0.00
K. Roof Top					
1	Cleaning of perimeter wall	1	lot	0.00	0.00
2	Installation of mobile awning canopy	1	lot	0.00	0.00
3	Replacement of flag stand	1	lot	0.00	0.00
4	Installation of automatic lighting system for flag stand	1	lot	0.00	0.00
L. Lobby					
1	Replacement of wall and flooring material	1	lot	0.00	0.00
2	Replace swinging glass door and roll-down shutter (reception)	1	lot	0.00	0.00
3	Production and installation of graphic sticker for basement parking shutter door	1	lot	0.00	0.00
M. Showroom / Philippine Experience Center					
1	Modular/Built-in Furniture	1	lot	0.00	0.00
2	Electrical work (installation of wall switches, electrical outlets, etc.)	1	lot	0.00	0.00
3	Replacement of glass door, and production and installation of graphic sticker in façade	1	lot	0.00	0.00
4	Wall cover finishing (painting / wallpaper)	1	lot	0.00	0.00

5	Replacement of flooring material	1	lot	0.00	0.00
6	Ceiling works, including installation of LED lights	1	lot	0.00	0.00
N. Electrical and Other Works					
1	Electrical lining and installation of LED lights in Rooms 301, 302, 401, 402, 5F	1	lot	0.00	0.00
2	Installation of LAN cable wiring for internet and telephone connections	812	m ²	0.00	0.00
3	Installation of automatic fire detection system, including emergency exit lights	1	lot	0.00	0.00
4	Replacement of new circuit breaker box	1	lot	0.00	0.00
5	Relocation of existing motion sensors	1	lot	0.00	0.00
6	Relocation of air conditioning units and drainage pipe	1	lot	0.00	0.00
O. Sewage and Drain Work					
1	Replacement of sewage pipe and drainage in toilet and shower	15	set	0.00	0.00
2	Replacement of sewage drain sink	22	set	0.00	0.00
3	Installation of recess ceiling heater	18	set	0.00	0.00
4	Repair boiler pipe for water heater	1	lot	0.00	0.00
5	Septic tank and sewage drain pipe cleaning	1	lot	0.00	0.00
P. Ventilation System					
1	Installation of Ventilation System	4	set	0.00	0.00
2	Installation of exhaust fans in toilet, shower, pantry	20	set	0.00	0.00
Q. Rooms 101, 102, Sentro Rizal Hall, Conference Room					
1	Remove old tile flooring	600	m ²	0.00	0.00
2	Floor grinding and leveling	600	m ²	0.00	0.00
3	Installation of floor tile	660	m ²	0.00	0.00
R. Basement / Parking Garage					
1	Removal of old tile and repainting of wall	70	m ²	0.00	0.00
2	Repainting of ceiling	125	m ²	0.00	0.00
3	Replacement of ceiling light fixtures	1	lot	0.00	0.00
S. Basement / Maintenance Office					
1	Removal and demolition of existing built-in/modular furniture	1	lot	0.00	0.00
2	Construction of built-in/modular furniture	1	lot	0.00	0.00
3	Painting of wall and ceiling	1	lot	0.00	0.00
4	Installation for tile flooring	1	Lot	0.00	0.00
5	Installation of new ceiling light fixture	1	lot	0.00	0.00
6	Installation of new door	2	set	0.00	0.00
T. Second Floor / Toilet					
1	Removal and demolition of existing wall and floor tiles	2	lot	0.00	0.00
2	Installation of door (steel/glass)	4	lot	0.00	0.00
3	Waterproofing	1	lot	0.00	0.00
4	Installation of wall and floor tiles	80	m ²	0.00	0.00
5	Replacement of bathroom fixtures	2	set	0.00	0.00

6	Installation of cubicle partition	2	lot	0.00	0.00
7	Installation of ceiling, including light fixture	2	lot	0.00	0.00

VIII. Terms of Payment

In consideration of the services required under this Terms of Reference, payment to the Company shall be made in the following breakdown. No claims for payment shall be processed and paid unless duly-supported with complete documents.

Billing Particulars	Conditions / Requirements
Down Payment (15%)	Upon signing of the contract and receipt of contract performance bond, the Embassy shall pay the down payment equivalent to 15% of the contract price to the Company, before the start of construction
1 st Progress Payment (15% of contract price)	Seven (7) days after from the start of the construction. 15% of the project shall be completed by then
2 nd Progress Payment (50% of contract price)	Upon completion of 50% of the project
3 rd Progress Payment (20% of contract price)	Within 30 days after Final Acceptance of the Project

IX. Contract Performance Bond

In order to guarantee that the project will be carried out and complete within the deadline, the Company must submit to the Embassy a performance bond policy amounting to at least 5% of the contract price as guarantee and insurance.

X. Warranty Period/Maintenance Bond

1. The Company must provide the Embassy a warranty policy or maintenance bond of at least 5% of the total amount of the project. The Maintenance Bond under the terms and conditions of this Contract shall mean the maintenance surety insurance issued by the "Korea Specialty Contractor Financial Cooperative (KSCFC)" equivalent to at least 5% of the total contract price. The Company shall maintain the validity of the guarantee for a period of one (1) year after the last payment.
2. The Company must repair defects caused by the renovation project until one (1) year upon completion of the project.

XI. Submittals/Deliverables

The Company shall prepare and submit the following documents with its tender bid/quotation:

1. Interior Design Proposal/Concept Design
2. Drawings
 - a. Floor Plan
 - b. Elevation
 - c. Electrical
 - d. Ceiling
3. Detail/Finishing Material List
4. Sample Board
5. List of manufactured fixtures
6. Project Schedule

ANNEX F – PHOTOGRAPHS OF AREAS TO BE RENOVATED

Room 501 – Pantry



Bathroom



Kitchen



Pantry Area

Room 401 – Attached Agencies (Philippine Trade and Investment Center and Philippine Agriculture Office)



Main Hallway



Entrance to Agriculture Attache Office



Agriculture Attache Office





Main Hallway leading to Commercial Counselor's Office



Commercial Counselor's Office



Commercial Counselor's Office



Bathroom inside Commercial Counselor's Office



Trade Assistant 1 Work Station



Trade Assistant 2 Work Station

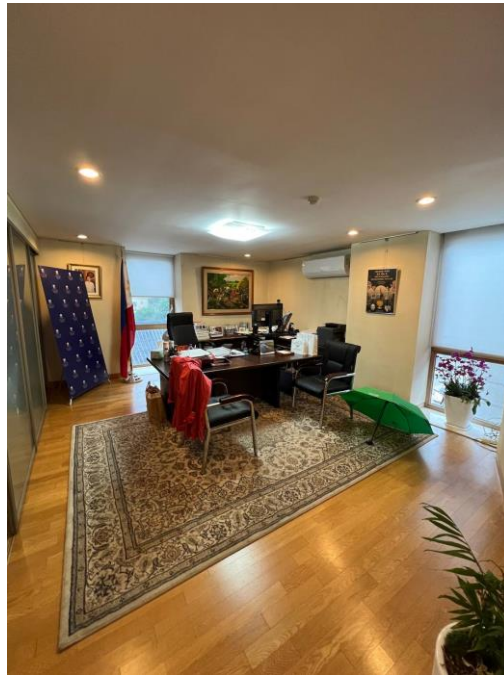


Shared Bathroom

Room 402 – Ambassador’s Office



Corridor leading to the Ambassador’s Office



Ambassador’s Office



Walk-in Closet (between Office and Toilet)



Toilet inside Ambassador’s Office



Office of the Secretary to the Ambassador



Corridor from the Main Door (with obvious discoloration of wood parquet due to previous year's Embassy roof water leak incident)



Ambassador's Receiving Area



Ambassador's Receiving Area



Kitchen/Pantry Area

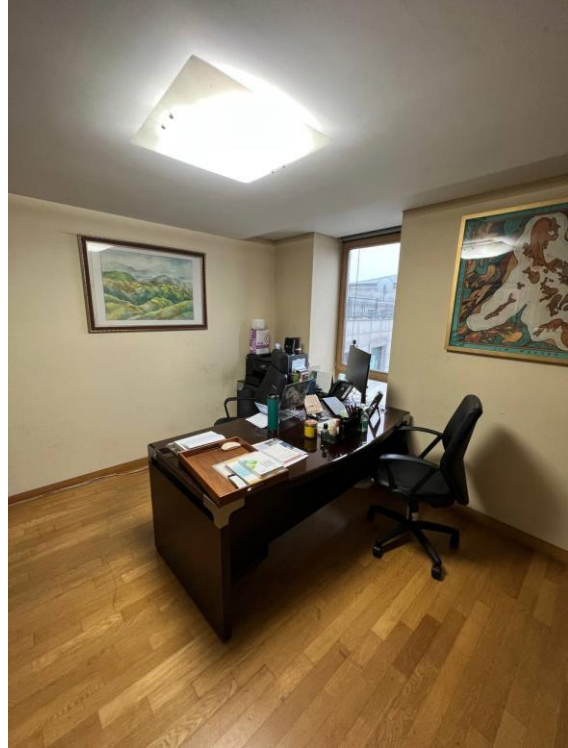


Records and Communications Office





Records and Communications Office



Office of the Vice Consul for Political and Economic Section



Office of the Vice Consul for Political and Economic Section





Shared Bathroom (also used by the Ambassador's guests and callers)

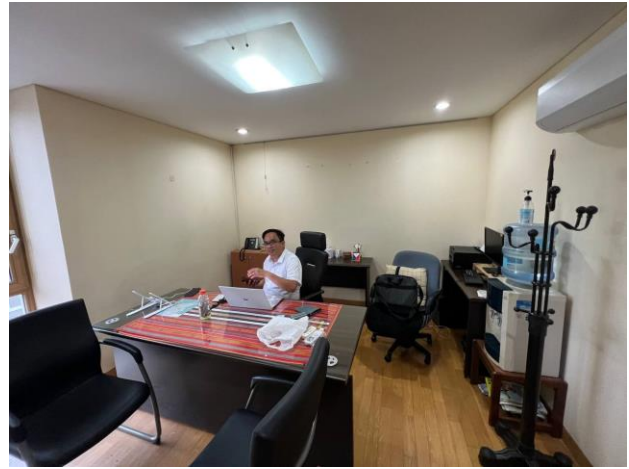


Mini Conference Area (beside receiving area) Conference Room

Room 302 – Consul General’s Office, Political and Economic Section, Defense Attache Office



Corridor from Main Door leading to Consul General’s Office (with obvious discoloration of wood parquet due to previous year’s Embassy roof water leak incident)



Second Secretary’s Office



Consul General’s Office



Walk-in Closet (between office and toilet)



Toilet inside Consul General's Office



Political and Economic Section



Receiving Area



Kitchen/Pantry (enclosed)



Office of the Defense Attache's Administrative Assistant



Office of the Defense Attache



Shared Bathroom

Room 301 – Administrative Office



Bathroom inside AO's Office



Administrative Officer's Office



Property Officer and Telephone Operator
Shared Office Space



Kitchen/Pantry Area



Dining Area (doubles as conference table as needed)



Finance Officer



Shared Bathroom

Other Areas



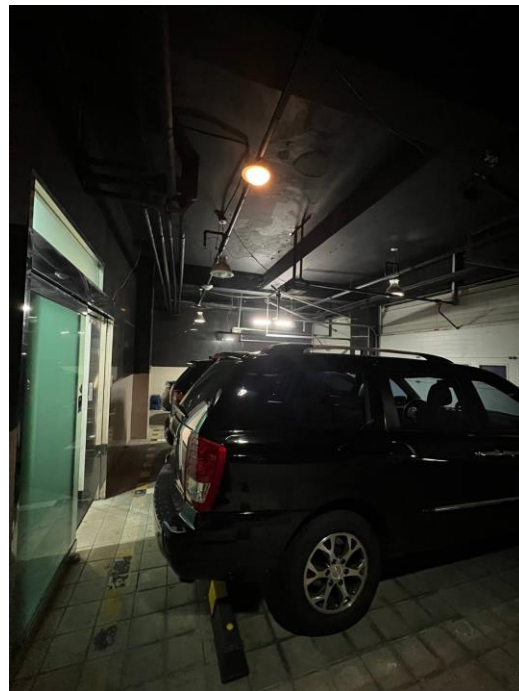
Bathroom at the Basement level (also used by consular clients as needed)



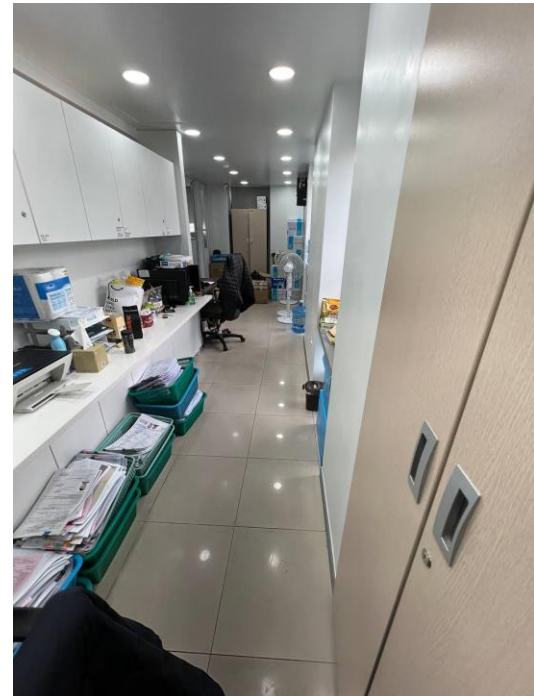
Proposed Embassy Showroom Area (formerly used by Yongsan-gu Police detail)



Basement Maintenance Office



Basement Garage Parking



Replacement of Flooring of Rooms 101, 102, Sentro Rizal Hall and 2F Conference Room



Rooftop