



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 rental of equipment for official activities 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 Saturday, 19 August 2023 at 11:00 a.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**.

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

The Embassy of the Philippines  
Seoul, Republic of Korea  
16 August 2023

## **RENTAL OF CANOPY TENTS AND OTHER EQUIPMENT FOR OFFICIAL ACTIVITIES OF THE EMBASSY**

The Embassy of the Philippines intends to engage the services of a reputable supplier to provide rental chairs, tables and sound system for the official activities of the Embassy.

### **I. Background**

The “First Family Day and *Palarong Pinoy*” (Filipino games), organized by the Philippine Embassy, is a response to the request of the growing number of Filipino marriage migrants and multicultural families in South Korea for a program intended to celebrate multiculturalism and creatively present the rich heritage and culture of the Philippines; hence, this initiative which showcases traditional Filipino games and activities.

Details of the event is as follows:

- |                  |   |   |
|------------------|---|---|
| 1. Date          | : | 20 August 2023 (Sunday)   |
| 2. Time          | : | 8:00 A.M. to 1:00 P.M.  |
| 3. Venue         | : | Yongsan Family Park Plaza 2, 185<br>Seobinggo-ro, Yongsan-gu, Seoul |
| 4. Number of pax | : | 300 persons   |

### **II. Scope of Work**

The Supplier is responsible for the following:

- a. To provide the necessary rental tents and other equipment for the event;
- b. To deliver, set-up and pack-up the rental tents and other equipment at the venue;

### **III. Deliverables**

<b>Item</b>	<b>Dimension</b>	<b>Quantity (minimum required number)</b>	<b>Remarks</b>
Canopy Tent	3 meters x 6 meters	8	For games booth
Electric Generator		1	To include heavy duty extension cords
Tug-of-war rope	3.5 centimeters diameter x 50 meters	1	

### **IV. Submission of Quotations**

Aside from the quotations indicating the price for each deliverable item, interested supplies shall also submit photos of actual items to be rented by the Embassy for the actual event.

### **V. Terms of Payment**

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