



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 table, chair and sound system rental 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 Thursday, 06 April 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**.

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  
04 April 2023

## TABLE, CHAIR AND SOUND SYSTEM RENTAL 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

Philippine Food and Culture Promotions Program in South Korea (FOCUS Philippines) is a thrust of the Embassy which aims to promote Philippine Food and Culture in South Korea. Details of one of the pilot events for this program is as follows:

#### a. *Spring Cocktail with Korea-based Vloggers*

1. Date : 22 April 2023 (Saturday)
2. Time : 5:30PM
3. Venue : Ambassador's Official Residence
4. Number of pax : 22 persons

### II. Scope of Work

The Supplier is responsible for the following:

- a. To provide the necessary rental chairs and tables for the cocktail event;
- b. To deliver, set-up and pack-up the rental tables, chairs and sound system at the venue;

### III. Deliverables

| Item           | Dimension  | Quantity<br>(minimum<br>required<br>number) | Remarks  |
|----------------|--|---|--|
| Sound System   |  | 1 set                                       | 1 standing speaker,<br>1 amplifier, 2<br>wireless<br>microphones |
| Cocktail Table | 110 cm (height) x 75<br>cm (diameter)                  | 4 pieces                                    | With white table<br>cloth  |
| Buffet Table   | 180 cm (width) x 75<br>cm (length) x 75 cm<br>(height) | 3 pieces                                    | With white table<br>cloth  |

**IV. Submission of Quotations**

Aside from the quotations indicating the price for each deliverable item, interested suppliers 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.