



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 gift items for 2023 Philippine National Day Reception, 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, 09 May 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  
02 May 2023

# PROCUREMENT OF GIFT ITEMS FOR 2023 PHILIPPINE NATIONAL DAY RECEPTION

## Terms of Reference

The Embassy of the Philippines intends to procure from a reputable Company gift items for the guests of the 2023 Philippine National Day Reception.

### ***I. Background***

In commemoration of the 125<sup>th</sup> anniversary of Philippine independence, the Embassy shall hold its 2023 Philippine National Day Reception on 08 June 2023 at the Grand Hyatt Hotel, Seoul. The event shall be attended by members of the Diplomatic Corps, high-level Ministers of Korean Government Agencies who are key partners of the Embassy, and other distinguished guests.

### ***II. Specification***

- a. The Embassy shall procure at least 180 pieces of each of the items with the following specifications:

No.	Description	Package Size
1	Banana Chips	60 to 100 grams
2	Dried Mangoes	80 to 130 grams
3	Dried Pineapple	100 to 150 grams
4	Dried Coconut	80 to 130 grams
5	Canned Mango Juice	250 to 300 ml
6	Canned Calamansi Juice	250 to 300 ml

- b. All items should be made from / products from the Philippines.  
c. Expiration dates for all food items should be at least 6 months from the date of delivery.  
d. Gift box packaging should be included. It should fit one of each item numbers 1 to 6.
  - The Embassy will provide stickers and thank you cards which the Company will affix the sticker on the packaging and the thank you cards inside the box.

### ***III. Deliverables***

- a. The Company shall supply and deliver at least 180 sets of gift boxes with one of each items no. 1 to 6.  
b. Target delivery date is on the week of 30 May 2023.  
c. The delivery location of the gift boxes is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

#### ***IV. Terms of Payment***

Payment shall be made through bank transfer within seven (7) working days upon complete delivery of 180 giftboxes.