



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 photo coverage during the 125th Philippine Independence 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 the submission of quotations is on Tuesday, 09 May 2023, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of South Korea

02 May 2023

PROCUREMENT FOR CONTRACT FOR PHOTO COVERAGE DURING THE 125th PHILIPPINE INDEPENDENCE DAY RECEPTION

Terms of Reference

The Embassy of the Philippines intends to engage the services of a professional photographer ("Supplier") to cover the 125th Philippine Independence Day Reception which will be held in Seoul, Republic of Korea on 08 June 2023. 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.

I. Deliverables / Expected Outputs

The Supplier will produce a database with at least *fifty (50) high resolution, edited/retouched photographs* delivered on USB. Photographs should include:

- A. Key moments of the reception e.g., Philippine Ambassador receiving the guest of honor at the reception line
- B. Formal group photo of the Embassy with its personnel and attached agencies at the venue

Aside from the edited photos, the Supplier shall include in the USB all of the raw/unedited photos taken during the event.

II. Eligibility / Qualifications of the Supplier

The Supplier should have:

- A. Exceptional photography skills
- B. Excellent photo editing skills
- C. Ability to adhere to deadlines and flexibility
- D. English skills will be an advantage

III. Copyright and Intellectual Property Rights

In consideration of the fees paid, the Supplier expressly assigns to the Embassy any copyright arising from the works of the supplier produces while executing the contract. The Supplier may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the Embassy.

IV. Event Details

- A. *Date* : 08 June 2023 (Thursday)
- B. *Duration* : 6:20 PM to 8:20 PM
- C. *Number of persons* : 180 persons

D. *Location* : Yongsan-gu, Seoul

V. *Terms of Payment*

Full payment within seven (7) days after receipt of the USB with the photos via bank deposit.