



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 boxes with Philippine-made products for the 126th 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 Monday, 13 May 2024, 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

08 May 2024

PROCUREMENT OF GIFT BOXES WITH PHILIPPINE-MADE PRODUCTS FOR THE 126TH PHILIPPINE INDEPENDENCE DAY RECEPTION

Terms of Reference

The Embassy of the Philippines intends to procure from a reputable Company gift boxes containing Philippine-made products during the 126th Philippine Independence Day Reception on 11 June 2024 (Tuesday).

I. Specification

- a. The Embassy shall procure at least 500 pieces of each of the items with the following specifications:

No.	Description	Package Size
1	Canned Juice, random flavor each gift box (<i>pineapple, mango, calamansi, guyabano, guava, four seasons</i>)	230 to 300ml
2	Cracker Sandwich with Condensed Milk filling	110 to 160 grams
3	Cracker Sandwich with Chocolate filling	110 to 160 grams

- 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, with approximate dimension of 300*100*180 mm, should be included. It should fit one of each item numbers 1 to 3.
- The Embassy will provide stickers and thank you cards which the Company will affix the sticker on the packaging and place the thank you cards inside the box.

II. Deliverables

- a. The Company shall supply and deliver at least 500 sets of gift boxes with one of each items no. 1 to 3.
b. Target delivery date is on the week of 27 May 2024.
c. The delivery location of the gift boxes is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

III. Terms of Payment

Payment shall be made through bank transfer within seven (7) working days upon complete delivery of 500 giftboxes.