



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 supply and delivery of mini handheld fan for official use 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 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

**SUPPLY AND DELIVERY OF MINI HANDHELD FAN
FOR OFFICIAL USE OF THE EMBASSY**

TERMS OF REFERENCE

The Embassy of the Philippines needs to procure mini handheld fans from a qualified and competent Company as one of the tokens during the 126th Philippine Independence Day Reception and other Embassy events.

I. Scope of Work

The Company shall supply and deliver mini handheld fans based on technical specifications provided by the Embassy.

II. Specification

<i>Size</i>	Height: 150 mm Width: 61 mm Depth: 32 mm Weight: 86 grams (approx.)
<i>Color</i>	White
<i>Battery Capacity</i>	500 mAh
<i>Usage Time (approx.)</i>	<ul style="list-style-type: none">• 1st Speed – 2.5 hours• 2nd Speed – 1 to 1.5 hours• 3rd Speed – 40 to 50 minutes
<i>Features</i>	<ul style="list-style-type: none">• With at least three (3) wind speed options• With built in clip

III. Printing of the 75th Commemorative Logo

The Company shall put the logo, via colored printing, on the mini handheld fans. The Company shall recommend the ideal size/dimensions of the logo, which shall be approved by the Embassy prior to production.

For reference, below is the design of the logo:

**PHILIPPINES - KOREA
1949 - 2024**



IV. Deliverables

- A. The Company shall supply and deliver 600 pieces of the mini handheld fans to the Embassy **on or before 15 May 2024**.
- B. The delivery location of the mini handheld fans is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

V. Terms of Payment

- A. Payment shall be made through bank transfer within seven (7) working days upon delivery of 600 pieces of mini handheld fans.