



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 75th PH-ROK Commemorative Rollerball Pen 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 75TH PH-ROK COMMEMORATIVE
ROLLERBALL PEN FOR OFFICIAL USE OF THE EMBASSY**

TERMS OF REFERENCE

The Embassy of the Philippines needs to procure rollerball pens with colored printing of the 75th PH-ROK commemorative logo from a qualified and competent Company as one of the tokens for Embassy guests during the said commemorative year.

I. Scope of Work

The Company shall supply and deliver rollerball pens with colored printing of the 75th PH-ROK commemorative logo based on the technical specifications provided by the Embassy.

II. Specification

| | |
|-------------------------|---|
| <i>Size</i> | Height: 0.47 mm Width: 0.47 mm Length: 5.51 mm Weight: 0.5 grams (approx.) |
| <i>Color</i> | White |
| <i>Housing Material</i> | <ul style="list-style-type: none">• Impact-resistant plastic |
| <i>Features</i> | <ul style="list-style-type: none">• With clip• With ergonomically shaped grip surface• With replaceable ink cartridge, the following ink colors should be available: black, blue and red. |

III. Printing of the 75th Commemorative Logo

The Company shall put the logo, via colored printing, on the rollerball pen. 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 50 pieces of the rollerball pens to the Embassy **on or before 15 May 2024**.
- B. The delivery location of the rollerball pens 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 50 pieces of rollerball pens.