



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 rented equipment for the *Palarong Pinoy* and Family Day 2024, 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 Friday, 16 August 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

14 August 2024

RENTED EQUIPMENT FOR PALARONG PINOY AND FAMILY DAY 2024

The Embassy of the Philippines intends to engage the services of a reputable supplier to provide, through rental, the necessary equipment for the Palarong Pinoy 2024 in Pyeongdong Wolcheon Park, Gwangju on 18 August 2024.

I. Background

The Philippine Embassy will organize its “*Palarong Pinoy* (Filipino games) and Family Day” event for the second time due to the successful hosting of the event last year at the Yongsan Family Park in Seoul. The event intends to celebrate multiculturalism and creatively present the rich heritage and culture of the Philippines, showcasing traditional Filipino games and activities.

Details of the event is as follows:

1. Date : 18 August 2024 (Sunday)
2. Time : 08:00AM until 12:00PM
3. Venue : Pyeongdong Weolcheon Park, 286 Pyeongdongsandanru, Gwangsangu, Gwangju
4. Number of pax: 500 persons

II. Scope of Work

The Supplier is responsible for the following:

1. To provide the necessary equipment for the event;
2. To deliver, set-up and pack-up the rented equipment at the venue after the event

III. Deliverables

ITEM	DIMENSION	QUANTITY (minimum number required)	REMARKS
Stage	760 cm (length) x 360 cm (width)	One (1)	
Tent Banner		Twenty-five (25)	
Generator		One (1)	
Backdrop for tarpaulin	7500 mm (length) x 2800 mm (height)	One (1)	
Portable Toilet (separate for men and women)	6300 mm (length) x 2500 mm (width) x 3100mm (height)	One (1)	Men's restroom: 1. 3 toilets 2. 2 urinals 3. 1 sink Women's restroom: 1. 5 toilets

			2. 1 sink With air conditioner, hand dryer, occupant detection sensor
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IV. Schedule of Ingress and Egress

The Supplier shall follow the following schedule:

- a. Ingress / Set-up – 17 August 2024 (Saturday), 4:00 PM
- b. Egress / Dismounting – 18 August 2024 (Sunday), 3:00 PM

V. Terms of Payment

Payment shall be made within seven (7) days after the event and fulfillment of the contract.