



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 a contract for professional exhibition services with the lease of venue for the Habi Exhibit, 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 in **Annex A**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Sunday, 08 December 2024, at 5:00 p.m.

For further inquiries, please contact the Philippine Embassy at the telephone number (02)788-2100~2101 ext. 142 for English language speakers or ext. 141 for Korean language speakers.

The Embassy of the Philippines
Seoul, Republic of Korea
04 December 2024

PROCUREMENT OF CONTRACT FOR PROFESSIONAL EXHIBITION SERVICES WITH LEASE OF VENUE FOR THE HABI EXHIBIT

Terms of Reference

The Embassy of the Republic of the Philippines intends to engage the services of a reputable Gallery to provide professional exhibition services, including the lease of venue for the Habi Exhibit (working title for exhibition)

I. Background

As part of the series of events commemorating the 75th anniversary of the establishment of diplomatic relations between the Philippines and Korea, the Embassy is organizing an exhibit on HABI featuring fibers such as “abaca” or Manila hemp, “piña” or pineapple fiber, and bamboo. From these fibers, handwoven textiles are created by Indigenous communities and artisans across the Philippines, including T’nalak, Piña Seda, Kantarines, Pinilian, Yakan, Hablon, and Pigi.

Produced primarily by women-led micro and small enterprises, these weaves reflect cultural diversity, resilience, and the entrepreneurial spirit of Filipino weaving communities.

II. Scope of Work

The Embassy shall require the following from the Gallery:

a. Venue

- i. An appropriate space dedicated to the event, enough to showcase at least thirty (30) artworks in varying sizes and to host an opening reception for 60 persons, with availability from 17 to 21 December 2024;
- ii. Provision of necessary equipment and furniture such as, but not limited to, podium, microphones, chairs, registration table, etc.
- iii. Provision or rental of necessary furniture for mounting of artworks
- iv. Provide a translation of the description for each artwork. The Embassy will provide an English description
- v. Printing/Production of description (in English and Hangul) for each artwork

b. Personnel

- i. Assignment of Curator, who will be in charge of conceptualization of theme, planning for the arrangement of the display, overseeing the installation of the artworks, adjusting and recommending appropriate placement or direction of in-house lights

- ii. Hanging or installation of artworks and their respective description, including, but not limited to, framed artworks, cloth/textile as artworks, including necessary materials and equipment needed for the mounting/installation works
- c. Printing of Promotional Materials
 - i. Design, layout, and produce an exhibit brochure or catalog containing the showcased artwork and pertinent information.
 - ii. Design, layout, production, and installation of exhibition banner outside the gallery.
- d. After the Exhibit
 - i. Dismantling and packing up of artworks (framed and textile). Some artwork will be shipped back to the Philippines and might require a protective cover.

III. Terms of Payment

The Embassy shall pay the Gallery within seven (7) days after the conclusion of the event.