



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 event insurance for the 2024 ASEAN Committee in Seoul Family Day on 22 September 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, 06 September 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

03 September 2024

EVENT INSURANCE FOR 2024 ASEAN COMMITTEE IN SEOUL FAMILY DAY

Terms of Reference

The Embassy of the Philippines intends to procure an event insurance for the 2024 ASEAN Committee in Seoul Family Day on 22 September 2024 (Sunday)

I. Background

The Philippine Embassy, currently holding the ASEAN Committee in Seoul (ACS) Chairmanship from July to December 2024, will be organizing the 2024 ACS Family Day on 22 September 2024 (Sunday). The event will be attended by diplomats and family members of ASEAN member states, select members of ROK Ministry of Foreign Affairs, and ASEAN-Korea Center. As practiced, the Philippine Embassy as the ASEAN Chair is the designated host and organizer of the family day and must ensure the safety and security of attendees.

II. Event Details

Event details are as follows:

- a. Date : 22 September 2024, Sunday
- b. Time : 8:00AM until 4:00PM
- c. Venue : Within Seoul
- d. Number of expected participants : 250 persons (maximum)

III. Policy Period and Coverage

The event insurance should have the following:

- a. Period : 21 September 2400H until 22 September 2400H
- b. The policy should have at least the following minimum coverage:

Liability	Limit	Limit	Deductible
Bodily Injury	KRW 100,000,000	KRW 100,000,000	KRW 100,000
Property Damage		KRW 100,000,000	KRW 100,000
Medical Payment (BI)	KRW 5,000,000	KRW 10,000,000	

IV. Terms of Payment

The Embassy shall pay the Supplier within seven (7) days after fulfillment of the contract.