



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 short-term lease of event space 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 in **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

SHORT-TERM LEASE OF EVENT SPACE FOR THE 2024 ASEAN COMMITTEE IN SEOUL FAMILY DAY

Terms of Reference

The Embassy of the Philippines intends to lease an appropriate venue 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 for 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.

II. Event Space

In connection with the short-term lease of event space, the Embassy shall require from the Supplier the following:

- a. An appropriate space dedicated for the event enough for at least the following:
 - i. Set-up of 12 tents, 160 chairs and 1 coffee truck
 - ii. Play area for various games
 - iii. Parking area for ambulance (for on-site medical team)
- b. Stage area for program proper, including hanging of tarpaulin (3 x 6 meters) as background
- c. Nearby toilet facilities, separate for men and women
- d. Provision of trash bins and appropriate bags for general trash
- e. Provision of assistance from the venue's administrative staff for trash collection of general trash accumulated during the event
- f. Nearby parking facility for guests

III. Terms of Payment

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