



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 hiring of onsite medic during 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

HIRING OF ONSITE MEDIC DURING THE 2024 ASEAN COMMITTEE IN SEOUL FAMILY DAY

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Supplier to provide onsite emergency medical services during the 2024 ASEAN Committee in Seoul (ACS) Family Day on 22 September 2024.

I. Background

The Philippine Embassy, currently holding the ASEAN Committee in Seoul (ACS) Chairmanship for 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 the program will include playing of traditional ASEAN games and due to lack of medical training and expertise, the Embassy shall hire the services of an onsite medic to ensure the safety of its guests during the event.

II. Event Details

Details of the event is as follows:

- a. Date : 22 September 2024 (Sunday)
- b. Time : 8:00 AM until 5:00 PM
- c. Venue : Within Seoul
- d. Number of pax : 200 persons (maximum)

III. Scope of Work

The Supplier shall be in charge of providing the necessary equipment and supplies in order to administer appropriate first-aid remedies to minor injuries. The Supplier should at least be able to provide the following:

1. One (1) Ambulance (with driver)
2. One (1) Professional Licensed Emergency Medical Technician
3. Medical Equipment
 - a. Automated External Defibrillator (AED)
 - b. Electrocardiography Monitor
 - c. Oxygen Concentrator
4. Medicine
 - a. Medicine for hypogastric acidity
 - b. Anti-inflammatory pain killers

- c. Medicine for gastrointestinal problems
 - d. Medicine for allergies
 - i. Antihistamine
 - ii. Epinephrine Pen
 - e. Muscle relaxants
 - f. Topical cream for skin infections
 - g. Topical cream for burns
 - h. Medicine for joint pains
 - i. Pain relief pads
5. First-Aid Kit
- a. Bordered hydrocolloid dressing
 - b. Gauze
 - c. Povidone iodine wound spray
 - d. Adhesive bandages

Once the event venue has been determined, the Supplier shall provide the Embassy the list of nearby hospitals of the said venue just in case of an emergency during the day of the event.

IV. Terms of Payment

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