



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul

## **REQUEST FOR QUOTATIONS**

The Philippine Embassy in Seoul, Republic of Korea is inviting companies to submit quotations for its procurement of contract for the 2024 Team Building of the Philippine Embassy in Seoul, 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**.

Interested suppliers may send their duly signed quotations to [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com) Attention: Ms. Anna Gabriella E. Guinto. The last day for the submission of quotations is on 07 November 2024, at 5:00 p.m.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100~2101 ext. 142 for English language speaker, or ext. 140 for Korean language speaker.

The Embassy of the Philippines  
Seoul, Republic of South Korea

31 October 2024

# TEAM BUILDING ACTIVITY FOR PHILIPPINE EMBASSY IN SEOUL

## TERMS OF REFERENCE

The Embassy of the Republic of Philippines intends to engage the services of a reputable Supplier to organize and provide the necessary services for the 2024 Team Building.

### ***I. Objective***

- a. Teamwork for purposes of boosting team performance;
- b. Communication and socialization within the team; and
- c. Improvement of staff motivation

### ***II. Scope of Work***

- a. Provision of transportation fees from the Chancery to the team building activity venues and back;
- b. Propose at least two (2) team building activities, materials needed for the activity will be provided by Supplier;
- c. Payments of admission fees in the team building activity venues, if applicable.

### ***III. Participants***

All Embassy personnel (23 persons), including local hires, shall attend the building activity. Team building training venues should be within South Korea and accessible by private bus.

### ***IV. Submissions***

Interested Suppliers are requested to submit the following documents:

- a. Proposed schedule or itinerary;
- b. Contract inclusions;
- c. Total quote for the contract (including VAT, if applicable).

### ***V. Terms of Payment***

Full cash payment of total contract price and actual cost of admission (if applicable) shall be made within seven (7) days after the completion of the activity through bank deposit. The terms of payment may be subject to negotiation and as allowed by the Philippine Procurement Law.