



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 rented equipment 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

RENTED EQUIPMENT FOR THE 2024 ASEAN COMMITTEE IN SEOUL FAMILY DAY

The Embassy of the Philippines intends to engage the services of a reputable Supplier to provide rented chairs, tables and other equipment 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. The Philippine Embassy will rent the necessary equipment for the event, and each participating ASEAN Member States shall provide financial contributions as agreed by the ACS Executive Board and Technical Working Group.

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 is responsible for the following:

- 1. To provide the necessary rented equipment for the event;
- 2. To deliver, set-up, and pack-up the rented equipment at the venue;

IV. Deliverables

Item	Dimension	Quantity (minimum required number)	Remarks
Canopy Tent	3 m x 6 m	14	
Tables	1800 mm x 750mm	28	

Plastic Chairs (with backrest)		160	
Generator		1	With heavy duty extension cords
Gasoline			For generator
Backdrop Tarpaulin	3 m x 6 m	1	Approved file for printing to be provided by the Embassy

V. *Schedule of Ingress and Egress*

The Supplier shall follow the following schedule:

- a. Ingress / Set-up – 21 September 2024 (Saturday), 4:00 PM
- b. Egress / Dismounting – 22 September 2024 (Sunday), 5:00 PM

VI. *Terms of Payment*

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