



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 short-term contract for one (1) interpreter for official events of the Embassy, 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, 28 June 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

26 June 2024

PROCUREMENT OF SHORT-TERM CONTRACT FOR ONE (1) INTERPRETER FOR OFFICIAL EVENTS OF THE EMBASSY

Terms of Reference

The Embassy of the Philippines intends to engage the services of a competent Interpreter for the official events of the Embassy in connection with the celebration of World Chocolate Day and commemoration of 75th anniversary of Philippines-Korea diplomatic relations.

I. Scope of Work

The Embassy shall hire one (1) Seoul-based interpreter (with expertise in consecutive interpretation) for the following events of the Embassy:

- A. Event Name : Chocolatada
 - i. Date : 07 July 2024 (Sunday)
 - ii. Location : Within Seoul area
 - iii. Time : 3:00PM to 4:30PM
 - iv. Number of guests : 35 persons

- B. Event Name : Chocolate Appreciation
 - i. Date : 08 July 2024 (Monday)
 - ii. Location : Within Seoul area
 - iii. Time : 3:00PM to 4:30PM
 - iv. Number of guests : 35 persons

II. Qualifications

- A. Proposed translator should be based in Seoul, ROK.
- B. Proficient in English, both written and verbal.
- C. Ability to cope with pressure and work in a multicultural environment.
- D. Carry out any other duties as may be assigned, related to interpreting or conveying information in the Korean language.

III. Terms of Payment

Full payment within seven (7) days after fulfillment of contract via bank deposit.