



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 short-term lease of exhibit space, 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 Tuesday, 30 April 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

25 April 2024

SHORT-TERM LEASE OF EXHIBIT SPACE

Terms of Reference

The Philippine Embassy intends to lease an appropriate venue for the art exhibition, featuring the print artworks of Ms. Lenore RS Lim, from 01 to 06 May 2024.

I. Background

The Philippine Embassy, in collaboration with Diplomacy Journal, shall organize an art exhibit featuring the print artworks of Ms. Lenore RS Lim. The exhibit shall run from 01 to 06 May 2024.

II. Exhibit Space

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

- a. An appropriate space dedicated for the event, enough to showcase at least twenty (20) artworks in varying sizes, and to host an opening reception for 60 persons
- b. Wall or ceiling railings to hang the artworks on the wall. The Embassy and Diplomacy Journal will provide the necessary accessories to secure the artworks
- c. Provision of necessary equipment such as, but not limited to, podium, microphones, chairs, registration table, etc.

III. Terms of Payment

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