



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 supply and delivery of 75<sup>th</sup> PH-ROK Commemorative Rollerball Pen for official use 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 on **Annex A**.

The last day for the submission of quotations is on Monday, 04 November 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto: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

29 October 2024

**SUPPLY AND DELIVERY OF 75TH PH-ROK COMMEMORATIVE  
ROLLERBALL PEN FOR OFFICIAL USE OF THE EMBASSY**

**TERMS OF REFERENCE**

The Embassy of the Philippines needs to procure rollerball pens with colored printing of the 75<sup>th</sup> PH-ROK commemorative logo from a qualified and competent Company as one of the tokens for Embassy guests during the said commemorative year.

***I. Scope of Work***

The Company shall supply and deliver rollerball pens with colored printing of the 75<sup>th</sup> PH-ROK commemorative logo based on the technical specifications provided by the Embassy.

***II. Specification***

<b><i>Size</i></b>	Height: 0.47 mm Width: 0.47 mm Length: 5.51 mm  Weight: 0.5 grams (approx.)
<b><i>Color</i></b>	White
<b><i>Housing Material</i></b>	<ul style="list-style-type: none"><li>• Impact-resistant plastic</li></ul>
<b><i>Features</i></b>	<ul style="list-style-type: none"><li>• With clip</li><li>• With ergonomically shaped grip surface</li><li>• With replaceable ink cartridge, the following ink colors should be available: black, blue and red.</li></ul>

***III. Printing of the 75<sup>th</sup> Commemorative Logo***

The Company shall put the logo, via colored printing, on the rollerball pen. The Company shall recommend the ideal size/dimensions of the logo, which shall be approved by the Embassy prior to production.

For reference, below is the design of the logo:

**PHILIPPINES - KOREA  
1949 - 2024**



**IV. Deliverables**

- A. The Company shall supply and deliver two hundred fifty (250) pieces of the rollerball pens to the Embassy **on or before 18 November 2024**.
- B. The delivery location of the rollerball pens is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

**V. Terms of Payment**

- A. Payment shall be made through bank transfer within seven (7) working days upon delivery of 250 pieces of rollerball pens.