



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 transportation services (vehicle rental with driver) for an official event 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 Wednesday, 07 August 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

05 August 2024

PROCUREMENT OF CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) FOR OFFICIAL USE OF THE EMBASSY

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company for the provision of transportation services (vehicle rental with driver) for the transportation of the participants of *Eskwelahan Sa Embahada* at the Gyeonggi-do Children's Museum on 10 August 2024.

I. Scope of Work

The Embassy shall require a vehicle with a driver for the participants (45 persons) of *Eskwelahan Sa Embahada* on 10 August 2024.

Below is the draft travel itinerary:

Time	Location
11:30 AM	Philippine Embassy
1:00 PM	Gyeonggi-do Children's Museum (6 Sanggal-ro, Giheung-gu, Yongin-si, Gyeonggi-do)
4:30 to 4:45 PM (<i>depending on traffic conditions</i>)	Departure for Seoul
5:30 to 6:00 PM (<i>depending on traffic conditions</i>)	Philippine Embassy

The contract price should include driver, insurance coverage, fuel replenishment cost, and parking fees.

II. Expected Deliverables

- A. The Company shall ensure that the vehicles assigned to the Embassy is in excellent condition. However, in the event that the vehicle breaks down, the Company will arrange for its immediate replacement without delays.
- B. The assigned vehicle shall include a driver, preferably can speak the English language.
- C. The assigned vehicle should be of the year 2020 and onwards.
- D. The Embassy is not liable for the maintenance of the company's vehicles. The Company shall be responsible for its vehicle's maintenance.

III. Vehicle Specifications

Based on the number of people, the Embassy will require one (1) 45-seater bus, which can comfortably seat the participants traveling to Yongin-si, Gyeonggi-do to attend the *Eskwelahan Sa Embahada* event.

IV. Terms of Payment

Payment shall be made within seven (7) days after fulfillment of the contract via bank deposit.