



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) in Seoul 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 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 CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN SEOUL 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 members of The Chocolate Chamber who will be in Seoul, ROK from 06 to 10 July 2024 for official events of the Embassy.

### **I. Scope of Work**

The Embassy shall require a vehicle with a driver for the members of The Chocolate Chamber (5 persons) from 07 to 09 July 2024 (exclusive of travel time) for the various events of the Embassy on the occasion of the celebration of World Chocolate Day and commemoration of the 75<sup>th</sup> anniversary of Philippines-Korea diplomatic relations. This may also include airport pick-up and drop-off during the arrival and departure of the delegation.

Below are the flight details, hotel accommodation, and event venues for the team:

#### Flight Details

- 06 July 2024 (Saturday)  
Arrival time: between 0500H (05:00AM) to 0800H (08:00AM) *(to be finalized after awarding the contract)*
- 10 July 2024 (Wednesday)  
Departure time: between 2100H (09:00PM) to 2300H (11:00PM) *(to be finalized after awarding the contract)*

#### Accommodation Details

- Within Seoul area *(to be finalized after awarding the contract)*

#### Event Locations

- Embassy of the Republic of the Philippines (80 Hoenamu-ro, Yongsan-gu, Seoul)
- Note: Other event locations (within Seoul area) may be added

### **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) 6-seater van, which can comfortably seat 1 person in front, 2 persons in the middle 3 persons at the back, with luggage. The Company may recommend vehicle type as deemed appropriate.

**IV. Terms of Payment**

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