



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 new air conditioning units for the Chancery, 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**. In addition to the quotation, interested suppliers should also submit a brochure or website page containing the technical specifications of the proposed air conditioning units. Alternatively, the quotation may include the specifications of the proposed unit. Incomplete submissions (*quotation without brochure/website page OR vice versa OR incomplete information in the quotation*) shall be ineligible.

The last day to submit quotations is Sunday, 14 December 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 pay attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

08 December 2024

# PROCUREMENT OF NEW AIR CONDITIONING UNITS FOR THE CHANCERY

## Terms of Reference

The Embassy of the Republic of the Philippines intends to procure six (6) air conditioning units from a reputable supplier for 1F and 2F Offices of the Chancery.

### I. Background

Upon reviewing the air conditioning units (ACUs) at the 1F and 2F offices, most units have outlived their estimated useful life. Also, the existing ACUs are outdated, making them difficult and costly to repair when necessary. The said units are also not inverter types, which are not energy efficient.

### II. Scope of Work

The Supplier shall supply, deliver, and install six (6) brand-new air conditioning units for the 1F and 2F Offices of the Chancery. The Supplier shall be responsible for the necessary tools, supplies, and equipment for the installation (including labor and materials).

For the installation of cassette-type ACU, the Supplier may subcontract the necessary construction work if they do not possess the technical capability to do so, provided that the Supplier will inform the Embassy in advance if the construction work is subcontracted to another Company for its information.

Furthermore, the Supplier shall also be in charge of disposing of the old ACUs, which were replaced by the newly purchased and installed ACUs.

### III. Specifications

<b>Type</b>	Floor Stand (5 units) and Cassette (1 unit), Inverter
<b>Functions</b>	Cooling and Heating
<b>Capacity</b>	40 pyeong
<b>Others</b>	With remote control

### IV. Warranty

The Supplier shall warrant the ACUs against failure due to defects in materials or workmanship for at least two years and will, therefore, repair the in-warranty ACUs at no cost.

### V. Deliverables

The Company shall deliver and install six (6) floor stand, inverter-type air conditioners in the following areas:

Office/Room No.	Current	
	Type of ACU	Quantity
Room 102	Floor Stand	2
	Cassette (Passport Encoding)	1
Room 101	Floor Stand	1
Room 202 (Sentro Rizal Hall)	Floor Stand	2
Room 201 (Conference Room)	Floor Stand	1

VI. Approved Budget for the Contract

The approved budget for the contract is **Forty-Six Million Two Hundred Korean Won** (KRW 46,200,000) only, inclusive of VAT, installation (labor and materials), and other applicable fees.

VII. Submissions

In addition to the quotation, interested suppliers should submit a brochure or website page containing the technical specifications of the proposed ACUs. Alternatively, the quotation may include the specifications of the proposed unit. The Embassy will accept either submission by interested suppliers.

VIII. Terms of Payment

Payment will be made through bank transfer within seven (7) working days after the complete delivery and installation of six (6) brand-new floor stand ACUs.