



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 flatware set for the 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 in **Annex A**. In addition to the quotation, interested suppliers should submit a sample photo of each component of the flatware set and a photo of the items laid side-by-side to evaluate the proposed flatware set's design. Incomplete submissions (*quotation without required sample photos or vice versa*) shall be considered ineligible.

The last day for the submission of quotations is Monday, 18 November 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **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. 140 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

12 November 2024

# PROCUREMENT OF FLATWARE SET FOR OFFICIAL USE OF THE EMBASSY

## Terms of Reference

The Embassy of the Republic of the Philippines intends to procure a flatware set to match the official tableware set and existing dessert spoons and dessert forks for official use of the Embassy.

### *I. Background*

The Embassy has received a shipment of new official tableware sets with gold rim designs and an embossed gold print of the coat-of-arms. Upon reviewing its inventory, the Embassy does not have appropriate flatware to match the new tableware set.

### *II. Specifications*

The Supplier should prepare a quotation for the proposed flatware set with the following specifications

Metal Grade	18-10: 18% chromium content (for its rust-resistance properties) and 10% nickel content (for its silver-like shine and some rust-resistance)
Metal Finish	Shiny and Bright
Pattern Type	Plain (pattern should be similar to the existing dessert spoon and dessert forks and should match the official tableware set [please see sample photo below])



*III. Submissions*

In addition to the quotation, interested suppliers should submit a sample photo of each component of the flatware set and a photo of the items laid side-by-side to evaluate the proposed flatware set's design.

*IV. Deliverables*

The Supplier shall prepare a quotation containing the following pieces:

No.	Type	Quantity
1	Main Course Knife	26
2	Salad Knife	26
3	Butter Knife	26
4	Main Course Spoon	26
5	Main Course Fork	26
6	Salad/Appetizer Fork	26
7	Soup Spoon	26
8	Chopsticks	26
9	Tea Spoon	26
10	Fish Knife	26
<b>TOTAL</b>		<b>260 pieces</b>

The delivery location of the flatware set is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

*V. Approved Budget for the Contract*

The approved budget for the contract is **One Million One Hundred Sixty-Three Thousand Five Hundred Korean Won (KRW 1,170,000)** only.

*VI. Terms of Payment*

Payment shall be made through bank transfer within seven (7) working days upon delivery of the complete flatware set, which includes 260 pieces and is suitable for the service of 26 persons.