



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 gift bags 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 on **Annex A**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Monday, 18 November 2024, at 5:00 p.m.

For further inquiries, please contact the Philippine Embassy at the telephone number (02)788-2100~2101 ext. 142 for English language speakers or ext. 140 for Korean language speakers.

The Embassy of the Philippines
Seoul, Republic of Korea
13 November 2024

**PROCUREMENT OF CUSTOMIZED GIFTS BAGS
FOR OFFICIAL USE OF THE EMBASSY**

TERMS OF REFERENCE

The Embassy of the Philippines needs to engage the services of a qualified and competent Company that can produce customized gift bags for the official use of the Embassy

I. Scope of Work

The Company shall produce customized gift bags based on the specifications and designs provided by the Embassy.

II. Specification

	<i>Official Philippine Embassy in Seoul Bag Design</i>	<i>Official DFA Bag Design</i>
<i>Size</i>	<u>Small</u> – 20cm (L) x 25cm (H) x 10cm (W), +/- 5cm	1. <u>Standard</u> – 38cm (L) x 30cm (H) x 14cm (W), +/- 5cm 2. <u>Portrait</u> – 33cm (L) x 38cm (H) x 12cm (W), +/- 5cm
<i>Material and Finishing</i>	250gsm coated, matte	250gsm, matte laminated
<i>Color</i>	White	Depending on the design CMYK for each color: 1. Navy Blue (CMYK) – 100/88/34/20 2. Red (CMYK) – 12/100/87/3 3. Pure White (CMYK) – 0/0/0/0 4. Yellow (CMYK) – 4/18/84/0
<i>Design</i>	“EMBASSY OF THE REPUBLIC OF THE PHILIPPINES” will be printed in navy blue on the center of the paper bag, with the approximate size of text 1cm +/- 1cm (depending on the bag size). The font style is <i>Times New Roman</i>	Final design to be submitted by the Embassy

<i>Base</i>	A cardboard for the base of the bag should be provided	A cardboard for the base of the bag should be provided
<i>Handle</i>	White Rope Handle	Yellow (please see "color" row for CMYK specifications)

III. Design

The Design for the gift bags are as follows:

A. Official Philippine Embassy in Seoul Bag Design



B. Official DFA Bag Design



The high-resolution files for the above bag design, with its dimensions, shall be submitted to the winning Company after the contract is awarded. Minor revisions to the above bag design may be made, as deemed appropriate by the Embassy, including, but not limited to, updating the text and different photographs of the Philippines' historical sites or landmarks.

IV. *Approved Budget for the Contract*

The approved budget for the contract is **Five Million Korean Won (KRW 5,000,000)** only.

V. *Deliverables*

- A. The Company shall supply and deliver 1,000 pieces of the official Philippine Embassy gift bag (small size, white color) and 500 pieces of each type of official DFA bag design. Thus, the total number of gift bags for production and delivery is 2,000 pieces.
- B. The Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346, is the delivery location for the gift bags.

VI. *Terms of Payment*

- A. Payment shall be made through bank transfer within seven (7) working days upon delivery of 2,000 pieces gift bags.