



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 Gimhae and Changwon 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 Sunday, 06 October 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

02 October 2024

TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN GIMHAE AND CHANGWON FOR OFFICIAL USE OF THE EMBASSY

Terms of Reference

The Embassy of the Republic of the Philippines intends to engage the services of a reputable transportation services Company for the ground movements of the Philippine Delegation in Changwon during the official activities for the Migrants' Arirang Multicultural Festival 2024.

I. Scope of Work.

The Embassy shall require a vehicle with a driver for the Philippine Delegation, composed of four (4) VIPs, from 10 to 14 October 2024 for official activities of the Migrants' Arirang Multicultural Festival (MAMF) 2024. This will also include pick-up and drop off at the KTX Station and Gimhae Airport of the delegation.

Below are the KTX train schedules, hotel accommodation, and event venues of MAMF 2024:

KTX Train Schedule

- 13 October 2024 (Sunday)
Departure via KTX No. 222 at the ChangwonJungang Station, 2120H (09:20PM)
2 persons
- 14 October 2024 (Monday)
Departure via KTX at ChangwonJungang Station, 0530H (5:30AM)
2 persons

Accommodation Details

- Grand Mercure Ambassador Changwon Hotel (322 Woni-daero, Changwon-si, Gyeongsangnam-do)

Event Locations:

- Gimhae City Hall (2401 Gimhae-daero, Gimhae-si, Gyeongsangnam-do)
- Gyeongbokgung Restaurant (9 Jungang-daero 100 beon-gil Seongsan-gu, Changwon-si)
- Sungsan Art Hall (181, Jungang-daero, Seongsan-gu, Changwon-si)
- Yong-ji Cultural Park (13 Jungang-daero, 180 beon-gil, Seongsan-gu, Changwon-si)
- Note: Other event locations (*within Changwon area*) may be added

The quotation shall include driver, insurance coverage, fuel replenishment cost, and parking fees. The location of the accommodations and the meeting locations are within Gimhae and Changwon.

II. Provisional Itinerary

| Date | Time | Location/Address |
|-------------------------------|-------------|--|
| 10 October 2024 (Thursday) | 4:00PM | Pick-up at Gimhae City Hall |
| | 5:00PM | Grand Mercure Ambassador Changwon Hotel |
| | 6:00PM | Gyeongbokgung Restaurant |
| | 8:00PM | Grand Mercure Ambassador Changwon Hotel |
| 11 October 2024 (Friday) | 10:00AM | Changwon-si (to be finalized after awarding the contract) |
| | 11:00AM | Gyeongsangnam-do (to be finalized after awarding the contract) |
| | 1:00PM | Sungsan Art Hall |
| | 4:30PM | Changwon-si (to be finalized after awarding the contract) |
| | 6:30PM | Yong-ji Cultural Park |
| 12 October 2024 (Saturday) | 10:00AM | Changwon City Tour (locations to be finalized after awarding the contract) |
| | 12:00 | Restaurant in Changwon (to be finalized after awarding the contract) |
| | 2:30PM | Sungsan Art Hall |
| | 6:30PM | Yong-ji Cultural Park |
| 13 October 2024 (Sunday) | 11:00AM | Yong-ji Cultural Park |
| | 9:10PM | ChangwonJungang KTX Station |
| 14 October 2024 (Monday) | 5:30AM | ChangwonJungang KTX Station |

III. 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.

IV. Vehicle Specifications

Based on the number of VIPs, the Embassy will require one (1) passenger van or mini bus with at least four (4) captain seats. The Company may recommend vehicle type as deemed appropriate.

V. Terms of Payment

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