



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 items for the launch of the 75th anniversary of the establishment of the diplomatic relations between the Republic of the Philippines and the Republic of Korea, 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 Monday, 26 February 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

19 February 2024

PROCUREMENT OF GIFT ITEMS FOR THE LAUNCH OF THE 75TH ANNIVERSARY OF THE ESTABLISHMENT OF THE DIPLOMATIC RELATIONS BETWEEN THE REPUBLIC OF THE PHILIPPINES AND THE REPUBLIC OF KOREA

Terms of Reference

The Embassy of the Philippines intends to procure from a reputable Company gift items for the guests during the launch of the 75th anniversary of the establishment of the diplomatic relations between the Republic of the Philippines and the Republic of Korea on 05 March 2024.

I. Specification

- a. The Embassy shall procure at least 120 pieces of each of the items with the following specifications:

No.	Description	Package Size
1	Cracker Sandwich with Sweet Butter filling	110 to 160 grams
2	Cracker Sandwich with Condensed Milk filling	110 to 160 grams
3	Canned Mango Juice	250 to 300 ml
4	Prawn Crackers, spicy flavor	80 to 110 grams

- b. All items should be made from / products from the Philippines.
c. Expiration dates for all food items should be at least 6 months from the date of delivery.
d. Gift box packaging should be included. It should fit one of each item numbers 1 to 4.
 - The Embassy will provide stickers and thank you cards which the Company will affix the sticker on the packaging and the thank you cards inside the box.

II. Deliverables

- a. The Company shall supply and deliver at least 120 sets of gift boxes with one of each items no. 1 to 4.
b. Target delivery date is on the week of 29 February 2024.
c. The delivery location of the gift boxes is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

III. Terms of Payment

Payment shall be made through bank transfer within seven (7) working days upon complete delivery of 120 giftboxes.