



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 photo coverage during the launch of the 75<sup>th</sup> 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](mailto: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 FOR CONTRACT FOR PHOTO COVERAGE DURING THE LAUNCH OF THE 75<sup>TH</sup> ANNIVERSARY OF THE ESTABLISHMENT THE DIPLOMATIC RELATIONS BETWEEN THE REPUBLIC OF THE PHILIPPINES AND THE REPUBLIC OF KOREA**

**Terms of Reference**

The Embassy of the Philippines intends to engage the services of a professional photographer ("Supplier") to cover the launch of the 75<sup>th</sup> anniversary of the establishment of the diplomatic relations between the Republic of the Philippines and the Republic of Korea on 05 March 2024.

**I. Deliverables / Expected Outputs**

The Supplier will produce a database with at least *fifty (50) high resolution, edited/retouched photographs* delivered either via FTP or USB. Photographs should include:

- A. The Ambassador and Embassy officials receiving the guest of honor and other distinguished guests at the event
- B. Delivering of toast remarks and other speeches by the Ambassador and the guest of honor
- C. Other vital moments to be communicated by the Embassy to the Supplier before the date of the event.

Aside from the edited photos, the Supplier shall include in the FTP or USB all of the raw/unedited photos taken during the event.

**II. Eligibility / Qualifications of the Supplier**

The Supplier should have:

- A. Exceptional photography skills
- B. Excellent photo editing skills
- C. Ability to adhere to deadlines and flexibility
- D. English skills will be an advantage

**III. Copyright and Intellectual Property Rights**

In consideration of the fees paid, the Supplier expressly assigns to the Embassy any copyright arising from the works of the supplier produces while executing the contract. The Supplier may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from the Embassy.

**IV. Event Details**

- A. *Date* : 05 March 2024 (Tuesday)
- B. *Duration* : 6:00 PM to 8:30 PM
- C. *Number of persons* : 120 persons
- D. *Location* : Yongsan-gu, Seoul

**V. Terms of Payment**

Full payment within seven (7) days after receipt of the photos, either through FTP or USB, via bank deposit.