



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 a contract for photo coverage during the 127th Philippine National Day Reception on 23 June 2025, 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**.

The last day to submit quotations is on Thursday, 12 June 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at the telephone number (02)788-2100~2101 ext. 142 for English language speakers or ext. 141 for Korean language speakers.

The Embassy of the Philippines
Seoul, Republic of South Korea

10 June 2025

PROCUREMENT OF A CONTRACT FOR PHOTO COVERAGE DURING THE 127TH PHILIPPINE NATIONAL DAY RECEPTION ON 23 JUNE 2025

Terms of Reference

The Embassy of the Philippines intends to engage the services of a professional photographer ("Supplier") to cover the 127th Philippine National Day Reception on 23 June 2025 in Seoul.

I. Deliverables / Expected Output

The Supplier will prepare 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 all raw/unedited photos taken during the event in the FTP or USB.

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 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 : 23 June 2025 (Monday)
- B. Duration : 5:00 PM to 9:00 PM
- C. Number of guests : 250 guests
- D. Location : Jongo-gu, Seoul

V. Terms of Payment

Full payment will be made within seven (7) days after the fulfillment of the contract via bank deposit.