



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 rented furniture for an official event 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 in **Annex A**.

The last day to submit quotations is Sunday, 19 January 2025, at 5:00 p.m. Interested suppliers may send their duly signed quotations to **seoulpe@philembassy-seoul.com** and attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

14 January 2025

# RENTED FURNITURE FOR AN OFFICIAL EVENT OF THE EMBASSY

## Terms of Reference

The Embassy of the Republic of the Philippines intends to engage the services of a reputable Supplier to provide rented furniture during the UNC Ambassadors Round Table on 22 January 2025.

### *I. Background*

The UNC, in coordination with the foreign missions of the member states, holds a regular Ambassadors Round Table meeting. Hosting of the meeting is on a rotation basis among member states. These meetings are attended by the Heads of Missions and Defense Attachés. For the month of January 2025, the Philippine Embassy was requested to host the next meeting, which is scheduled for 22 January 2025.

### *II. Event Details*

- a. Venue: Sentro Rizal Hall, 2F Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul
- b. Time: 1:30 PM until 3:00 PM
- c. Number of Attendees: 60 pax

### *III. Scope of Work*

The Supplier shall be in charge of the following:

- a. To provide the necessary rented furniture for the event;
- b. To deliver, set-up, and pack-up the rented furniture at the venue.

### *IV. Deliverables*

<b>Item</b>	<b>Dimension (in mm) (width x length x height)</b>	<b>Quantity (minimum number required)</b>	<b>Remarks</b>
Conference Table (with wheels)	1500 x 450 x 750	Ten (10)	For the participants
Conference Table (with wheels)	1800 x 600 x 750	Two (2)	For the hosts
Coat Rack	1150 x 1100	Six (6)	With 60 pieces of hangers

### *V. Submissions*

In addition to the cost of rented furniture listed in Section IV, the Supplier should also include other fees that will be collected from the Embassy (e.g., delivery fee, setup and retrieval fee, etc.) in the quotation when applicable.

*VI. Terms of Payment*

The Embassy shall pay the Supplier within seven (7) days after fulfillment of the contract.