



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 Jeju 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 submission of quotations is on Thursday, 19 September 2024 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com) and attention it to **Ms. Anna Gabriella E. Guinto**.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 788-2100/2101 ext. 142.

The Embassy of the Philippines  
Seoul, Republic of Korea  
15 September 2024

# SHORT-TERM LEASE CONTRACT OF VEHICLES WITH DRIVER FOR OFFICIAL USE OF THE EMBASSY

## Terms of Reference

The Embassy of the Philippines (“Embassy”) needs to contract a reputable car rental company (“Company”) to provide transportation services for the members of the Philippine Delegation traveling to Jeju, ROK to attend the UNESCAP 8<sup>th</sup> Session of the Asia Pacific Information Superhighway Steering Committee.

### *I. Scope of Work*

The Embassy shall rent the following:

- a. Vehicle A - One (1) vehicle, with driver, for four (4) passengers on 23 to 26 September 2024;
- b. Vehicle B - One (1) vehicle, with driver, for two (2) passengers on 24 to 27 September 2024

This will also include airport pick-up and drop-off during the arrival and departure of the delegation.

Below are the flight details, hotel accommodation, meeting locations of the delegation:

	Flight Details		Hotel	Number of Passengers
	Arrival	Departure		
Vehicle A	23 September 2024 (exact flight details to follow)	26 September 2024 (exact flight details to follow)	Aria Jeju Hotel (23-1 Jungmungwangwang-ro, Seogwipo-si, Jeju)	Four (4)
Vehicle B	24 September 2024 via CX5676 ETA 6:20AM	27 September 2024 via CX5697 ETD 7:25AM	To be confirmed	Two (2)

### Meeting Locations

- MG Jeju Training Institute, 2175 Pyeonghwa-ro, Aewol-eup, Jeju-si, Jeju-do
- Note: Other meeting locations may be added

The contract price should include driver, insurance coverage, fuel replenishment cost, and parking fees. The location of the accommodations and the meeting locations are within Jeju.

**II. *Expected Deliverables***

- a. The Company shall ensure that the vehicles assigned to the Embassy is in excellent condition. However, in an 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 English language.
- c. The assigned vehicle should be of year 2019 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.

**III. *Vehicle Specifications***

Based on the number of people, the Embassy will require two (2) 6-seater vans, which can comfortably seat 1 person in front, 2 persons in the middle 3 persons at the back, with luggage.

**IV. *Terms of Payment***

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