



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 short-term lease contract of one (1) vehicle 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, 21 December 2023 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: **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  
18 December 2023

# SHORT-TERM LEASE CONTRACT OF VEHICLE 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 to attend an official event.

### **I. Scope of Work**

The Embassy shall rent one (1) vehicle with driver on 28 December 2023 (19 persons).

Below is the travel itinerary of the Philippine Delegation:

Time	Location
7:15 AM	Philippine Embassy
9:00 AM	Arrival in Gyeonggi-do
5:00 PM	Departure for Seoul
6:30 PM	Arrival in Seoul

The contract price should include driver, insurance coverage, fuel replenishment cost, and parking fees. The event and other locations are within Seoul and Gyeonggi.

### **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 2020 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 one (1) 45-seater bus, which can comfortably seat the members of the Philippine Delegation attending an official event.

### **IV. Terms of Payment**

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