



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 two (1) vehicles 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 Saturday, 09 September 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) 796-7387 ext. 312.

The Embassy of the Philippines
Seoul, Republic of Korea
07 September 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 traveling to Seoul, ROK to attend the 5th Philippines – Republic of Korea Joint Consular Commission Meeting.

I. *Scope of Work*

The Embassy shall rent one (1) vehicle with driver on 11 to 13 September 2023 (5 persons), and one (1) vehicle with driver on 11 to 14 September 2023 (2 persons).

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

Flight Details

- 11 September 2023
Flight No.: OZ702
Arrival Time: 1655H (04:55 PM)
- 13 September 2023
Flight No.: OZ703
Departure Time: 1905H (07:05 PM)
- 14 September 2023
Flight No.: OZ703
Departure Time: 1905H (07:05 PM)

Accommodation Details

- President Hotel (16 Eulji-ro, Jung-gu, Seoul)

Meeting Locations

- Ministry of Foreign Affairs (60 Sajik-ro 8-gil, Jongno-gu, Seoul)
- 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 Seoul.

II. *Itinerary*

For the purpose of preparing the quotation, below is the itinerary of the delegation:

Rented Vehicle 1 (11 to 13 September 2023)

Date	Time	Location	Address / Remarks
11 September 2023	4:55 – 5:25 PM	Incheon International Airport Terminal 1	ETA 1655H via OZ702
	6:25 – 6:25 PM	Embassy of the Republic of the Philippines	80 Hoenamu-ro, Yongsan-gu, Seoul

	8:00 – 8:15 PM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
12 September 2023	9:00 – 9:10 AM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	9:30 – 9:40 AM	MOFA Bldg	60 Sajik-ro 8-gil, Jongno-gu, Seoul
	2:00 – 2:10 PM	Seolgaun Restaurant	175, Sejong-daero, Jongno-gu Sejong art center, Seoul
		Ilpoon Gwanghamun Branch	25 Sejong-daero 23-gil, Jongno-gu, Seoul
	2:10 – 2:20 PM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	6:00 – 6:10 PM	Maple Tree House Itaewon	26 Itaewon-ro, 27ga-gil, Yongsan-gu, Seoul
	8:30 – 8:40 PM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	13 September 2023	9:00 – 9:10 AM	President Hotel
5:00 – 5:10 PM		Incheon International Airport Terminal 1	ETD 1905H via OZ703

Rented Vehicle 2 (11 to 14 September 2023)

Date	Time	Location	Address / Remarks
11 September 2023	4:55 – 5:25 PM	Incheon International Airport Terminal 1	ETA 1655H via OZ702
	6:25 – 6:40 PM	President Hotel	16 Eulji-ro, Jung-gu, Seoul Embassy personnel will meet the van driver for the luggage drop-off
12 September 2023	9:00 – 9:10 AM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	9:30 – 9:40 AM	MOFA Bldg	60 Sajik-ro 8-gil, Jongno-gu, Seoul
	2:00 – 2:10 PM	Seolgaun Restaurant	175, Sejong-daero, Jongno-gu Sejong art center, Seoul
		Ilpoon Gwanghamun Branch	25 Sejong-daero 23-gil, Jongno-gu, Seoul
	2:10 – 2:20 PM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	6:00 – 6:10 PM	Maple Tree House Itaewon	26 Itaewon-ro, 27ga-gil, Yongsan-gu, Seoul
	8:30 – 8:40 PM	President Hotel	16 Eulji-ro, Jung-gu, Seoul

13 September 2023	9:00 – 9:10 AM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	5:00 – 5:10 PM	Incheon International Airport Terminal 1	
14 September 2023	9:00 – 9:10 AM	President Hotel	16 Eulji-ro, Jung-gu, Seoul
	5:00 – 5:10 PM	Incheon International Airport Terminal 1	ETD1905H via OZ 703

III. *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.

IV. *Vehicle Specifications*

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

V. *Terms of Payment*

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