



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 one-year lease contract of twenty-four (24) desktop computers 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 in Annex A.

The last day to submit quotations is Sunday, 14 June 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com, attention: **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

09 June 2026

ONE-YEAR LEASE OF TWENTY-FOUR (24) DESKTOP COMPUTERS FOR THE OFFICIAL USE OF THE EMBASSY

TERMS OF REFERENCE

The Embassy of the Philippines in Seoul, Republic of Korea intends to lease twenty-four (24) desktop computers from a reputable Company for official use of the Embassy.

I. Scope Of Work

- a. The Company shall undertake the implementation of “One-Year Lease/Rental of Desktop Computers”, in accordance with the specifications and subject to the terms and conditions of the contract.
- b. The Company shall perform the installation, testing, and commissioning of all equipment.
- c. The Company shall install the leased equipment in the following designated sections:

Department/Offices	Location	No. of Units
Ambassador's Section	Room 402	2
Vice Consul – Political and Economic Section	Room 402	1
Political and Economic Section	Room 302	3
Minister and Consul General	Room 302	1
Administrative Section	Room 301	4
Collecting Officer	Room 102	1
Vice Consul	Room 101	1
Cultural	Room 101	1
Consular, including ATN	Room 101/102	10
Total Number of Units		24

- d. The company shall provide technical support, service, and parts at no extra cost.

II. Specifications

The equipment shall be in accordance with the following specifications:

- a. i5-14500
- b. DDR5 16G
- c. SSD 1TB NVME
- d. Windows 11 Pro 64bit ENG
- e. Installed with the following programs:
 - i. Office 2021, Home & Business ENG
 - ii. Anti-Virus Software (with 1-year license)

The following components should be included:

- A. 24-inch Computer Monitor, FHD (1920 x 1080)
- B. Webcam
- C. Keyboard
- D. Mouse

III. Approved Budget for the Contract

The approved budget for the contract is **Seventeen Million Five Hundred Thousand Korean Won** (KRW 17,500,000) per year, or **One Million Four Hundred Fifty-Nine Thousand Korean Won** (KRW 1,459,000) per month.

IV. Terms of Payment

- a. All accounts shall be payable monthly to the Embassy within fifteen (15) days from receipt of the billing statements, provided no errors or discrepancies are noted.
- b. With diplomatic VAT exemption (if applicable).