



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 transportation services (vehicle rental with driver) in Seoul 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 Friday, 26 December 2025, at 12:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and pay 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

24 December 2025

PROCUREMENT OF CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN SEOUL FOR OFFICIAL USE OF THE EMBASSY

Terms of Reference

I. Scope of Work

The Embassy shall require a large van with a driver for the members of the Philippine Delegation participating in a series of official meetings and activities with the Filipino community from 26 to 31 December 2025.

Hotel Accommodations

- To be confirmed upon awarding of the contract

Meeting Locations

- To be confirmed upon awarding of the contract
- Note: Other meeting locations may be added

The quotation should include driver, insurance coverage, fuel replenishment cost, and parking fees.

The required services are as follows:

No.	Date	Type of Service	Arrival / Departure	Flight Details	No. of pax	Requirements
1	27 to 30 December 2025 (4 days)	Daily Rental	N/A	N/A	2	Van with English-speaking driver

Below is the summary of required transportation services

No.	Service	Type of Vehicle	Remarks
1	Daily Rental	Van	For four days

II. Expected Deliverables

- A. The Company shall ensure that the vehicle assigned to the Embassy is in excellent condition. However, if the vehicle breaks down, the Company will arrange for its immediate replacement.
- B. The assigned vehicle should be from the year 2020 onwards.
- C. The Embassy is not responsible for maintaining the company's vehicles. The Company shall be responsible for maintaining its vehicle.

III. Vehicle Specifications

Based on the number of confirmed members of the Philippine Delegation, the Embassy will need one (1) large van which can comfortably seat two persons. The Company may recommend an appropriate vehicle type.

IV. Terms of Payment

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