



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 short-term lease of event space for the Pistang Pinoy sa Korea 2026 on 14 June 2026, 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**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Wednesday, 03 June 2026, at 5:00 p.m.

For further inquiries, please contact the Philippine Embassy at the telephone number (02)788-2100/2101 ext. 142 for English and ext. 141 for Hangul.

The Embassy of the Philippines
Seoul, Republic of Korea
01 June 2026

SHORT-TERM LEASE OF EVENT SPACE FOR THE PISTANG PINOY SA KOREA 2026 ON 14 JUNE 2026

Terms of Reference

The Embassy of the Philippines intends to lease an appropriate venue for the Pistang Pinoy sa Korea 2026 on 14 June 2026 (Sunday).

I. Background

In commemoration of the 128th Philippine Independence Day and the 31st Migrant Workers Day, the Philippine Embassy will organize Pistang Pinoy sa Korea 2026 on 14 June 2026 (Sunday), from 7:30 AM to 2:00 PM. The event will be attended by various Filipino communities, including overseas Filipino workers, students, and migrant spouses.

II. Event Space

In connection with the short-term lease of event space, the Embassy shall require from the Supplier the following:

- a. An appropriate space dedicated to the event, enough for at least the following:
 - i. Set up of at least 16 tents and 350 chairs
 - ii. Parking area for ambulance (for on-site medical team)
- b. Stage area for the program proper, including hanging of tarpaulin as background
- c. Nearby toilet facilities, separate for men and women
- d. Provision of trash bins and appropriate bags for general trash
- e. Provision of assistance from the venue's administrative staff for the trash collection of general trash accumulated during the event
- f. Nearby parking facility for guests

III. Approved Budget for the Contract

The approved budget for the contract is **Five Hundred Thousand Korean Won (KRW 500,000)** only.

IV. Terms of Payment

The Embassy shall pay the Supplier within ten (10) days after fulfillment of the contract.