



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 the supply and delivery of 2026 ASEAN Commemorative Rollerball Pen 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 for the submission of quotations is on Saturday, 19 December 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and address it to **Ms. Anna Gabriella E. Guinto**.

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

The Embassy of the Philippines
Seoul, Republic of South Korea

17 December 2025

SUPPLY AND DELIVERY OF 2026 ASEAN COMMEMORATIVE ROLLERBALL PEN FOR OFFICIAL USE OF THE EMBASSY

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines will procure rollerball pens with colored printing of the 2026 ASEAN official logo from a qualified and competent Company as one of the tokens for Embassy guests in commemoration of the Philippines' hosting of the ASEAN Summit in 2026, under the theme "Navigating Our Future, Together".

I. Scope of Work

The Company shall supply and deliver rollerball pens with colored printing of the 2026 ASEAN logo based on the technical specifications provided by the Embassy.

II. Specification

| | |
|--------------------------------|--|
| <i>Size</i> | Height: 0.47 mm Width: 0.47 mm Length: 5.51 mm Weight: 0.5 grams (approx.) |
| <i>Color</i> | White |
| <i>Housing Material</i> | <ul style="list-style-type: none">• Impact-resistant plastic |
| <i>Features</i> | <ul style="list-style-type: none">• With a clip• With ergonomically shaped grip surface• With a replaceable ink cartridge, the following ink colors should be available: black, blue, and red. |

III. Printing of the 2026 ASEAN Logo and text of "Philippine Embassy, Seoul"

The Company shall print the logo on the rollerball pen using colored printing. The Company shall recommend the ideal size/dimensions of the logo and text, which the Embassy shall approve before production.

For reference, below is the design:

2026 ASEAN



Text

Philippine Embassy, Seoul

"Philippine Embassy, Seoul" – typeface Marcellus, and text color blue

IV. Deliverables

- A. The Company shall supply and deliver one hundred (100) pieces of the rollerball pens to the Embassy **on or before 31 December 2025**.
- B. The delivery location of the rollerball pens is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

V. Approved Budget for the Contract

The approved budget for the contract is Three Million Korean Won (KRW 3,000,000), inclusive of all applicable fees and delivery.

VI. Terms of Payment

- A. Payment shall be made through bank transfer within ten (10) working days upon complete delivery of 100 pieces of rollerball pens with correct printing of design.