



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 improvement / renovation works for select areas of the Philippine 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**, while pictures of areas due for renovation are on **Annex B**. Aside from the quotation and other documents listed in Section XI of the Terms of Reference, interested companies are required to submit their company profile, including past projects, audited 2024 Financial Statements, computation for the Net Financial Contracting Capacity (NFCC) and copy of a valid Business registration certificate for vetting of technical, financial and legal capacities to undertake the project.

Incomplete submissions (*quotation without submission of the company profile and other documents or vice versa*) shall be considered **ineligible**.

The last day to submit quotations is Thursday, 18 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

11 December 2025

Annex A

IMPROVEMENT / RENOVATION WORKS FOR SELECT AREAS OF THE PHILIPPINE EMBASSY

Terms of Reference

I. Background

The Embassy of the Republic of the Philippines is planning to refurbish select areas of the Chancery, which were not included in the previous renovation works from 2022 to 2024:

1. Refurbish the perimeter wall at the back of the property, including increasing the height for added security, and the construction of a movable gate to secure the parking slot at the farther end of the said wall.
2. Reconfiguration of the consular office in Room 102 to accommodate the additional services for the clients
3. Renovate the back parking area, including but not limited to the following:
 - a. Construction of a canopy roof for pedestrians (from the back gate to the building entrance)
 - b. Enclosing the foyer to weather-proof the said area
 - c. Replacement of floor tiles
 - d. Partial conversion of stairs to ramp, for ease of transporting heavy packages via wheeled cart through the back parking area
 - e. Refurbishment of plant boxes
 - f. Landscaping, including refurbishing plant boxes
4. Replace broken wall marble tiles in the lobby corridors for all floors, and construct shoe changing areas in select floors

Furthermore, upon inspection, the selected drainage installed on the rooftop should be repaired. These are still the same drainage which came with the building when it was purchased in 2013, and it is highly likely that the drainage material had deteriorated due to wear and tear.

II. Scope of Work

The scope of work for the renovation is as follows, but not limited to:

1. Architectural

Perimeter Wall

- a. Refurbish the perimeter wall, for both sides, and to strengthen the wall
- b. Increase wall height
- c. Construct and install a movable door or gate for the single parking slot at the far end of the perimeter wall

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Room 102

- a. Construction and installation of one frontline counter
- b. Transfer of the existing ceiling-mounted air conditioner from the client's waiting area to the back-end office area

Back Parking

- a. Removal and installation of new flooring (e.g. tiles) suitable for all seasons and weather conditions
- b. Partial conversion of stairs to ramp, and installation of handrails
- c. Refurbish plant boxes
- d. Relocation of existing rainwater drainage
- e. Improvement and relocation of flagpoles
- f. Construction of a fixed canopy for the pedestrian
- g. Construction of additional perimeter wall, to delineate the property line between the Embassy and the next building
- h. Construction of a windbreak room

Lobby Corridors

- a. Repair of broken wall tiles
- b. Construction and installation of shoe changing areas in the 3F and 4F elevator lobby areas
- c. Installation of automatic sliding door at the main entrance of the 1F toilet to close the said area

2. Electrical

- a. Construction/Installation of additional electrical sockets in the additional frontline counter for office equipment, and for the new location of the ceiling-mounted air conditioner
- b. Repositioning of existing LED lights, if necessary, in Room 102
- c. Installation of additional LED lights for 1F toilet lobby, and back parking works

3. Painting

- a. Repainting of the steel gate, including the frame
- b. Repainting of perimeter wall

4. Testing and Commissioning – include the required testing and commission of electrical and mechanical components of the renovation works

5. Cleaning and Disposal Works – include site clearing, restoration of damaged items during construction, and disposal of construction debris at the Contractor's disposal area.

III. Supervision of Renovation Works

The Contractor is responsible for supervising the implementation of the renovation according to the contract arrangements between the Embassy and the Contractor.

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Prospective Contractors are permitted to visit the site, provided they coordinate in advance with the Embassy's Property Officer to schedule the visit.

IV. Duration of Services

The Contractor shall complete and implement its scope of work within three (3) months of the effectivity of the Contract, but not beyond 31 March 2026.

V. Qualification of the Company and Submission of Proof of Technical, Financial and Legal Capacity

The prospective Contractors shall have the following minimum qualifications:

PARTICULARS	REQUIRE QUALIFICATIONS
Technical	With at least five (5) years of experience in the field of building construction/renovation With at least ten (10) past renovation/construction projects
Financial	Submission of audited 2024 Financial Statements Computation of the Net Financial Contracting Capacity (NFCC) (<i>formula for computation is attached in Annex C</i>). The figure derived from the calculation should at least be equal to the approved budget of the contract (see Section VI).
Legal	Submission of a copy of a valid Business Registration issued by the appropriate district tax office of the Republic of Korea

Non-compliance with the above qualification requirement constitutes grounds for being classified as **NON-ELIGIBLE**.

VI. Approved Budget for the Contract

The Approved Budget for the Contract is **Seven Hundred Forty Million Korean Won** (KRW 740,000,000), inclusive of all applicable fees for securing permits and other construction documents, necessary insurances, and other fees.

VII. Bill of Quantities

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Item No.	Description	Qty.	Unit
A. Over-All Construction			
1	Materials Handling	60	Day
2	Site cleanup	1	Lot
3	Delivery / Transit	1	Lot
4	General Cleaning after construction is completed	1	Lot
5	Waste Lifting	1	Lot
6	Waste Disposal	5	Lot
7	Rental of Heavy Equipment	1	Lot
B. Room 102 – Consular Office			
1	Installation and dismantling of temporary partitions	1	Lot
2	Electrical Work	1	Lot
3	Relocation / Moving of the Airconditioning Unit to the backend office	1	Lot
4	Frontline Counter Signage (metal material with backlight) replacement for Civil Registry and Notarials	1	Lot
5	Frontline Counter Signage (metal material with backlight) production for additional counter	1	Lot
6	Painting	1	Lot
7	Construction and installation of frontline counter	1	Lot
8	Construction and installation of door	1	Lot
9	Demolition of the wall (beside Other Services counter)	1	Lot
10	Construction and installation of folding accordion door	1	Piece
C. Signage Production and Installation			
1	Offices Signage Construction and Installation	1	Lot
2	Rooms Signage Construction and Installation	1	Lot
D. Improvements in Lobby Area			
1	Main Embassy Office Directory signage production and installation at the 1F lobby	1	Lot
2	Construction and installation of shoe cabinet furniture (for 3F and 4F lobby areas)	1	Lot
3	Installation of automatic doors in the 1F toilet	1	Lot
4	Ventilation work for the basement and 1F toilets	1	Lot
5	Basement Toilet door repair	1	Lot
E. Other interior improvements			
1	Repair of select damaged marble wall tiles	1	Lot
2	Ventilation work for the 4F toilet	1	Lot
3	Construction of modular shelving and cabinet furniture for the basement storage	1	Lot
4	Interior finishing work for basement storage	1	Lot
F. Windbreak Room at the Back Access Door			
1	Structural Reinforcement	1	Lot
2	Insulated Frame	1	Lot

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3	System Insulated Door	1	Lot
4	Double / Insulated Glazing of Glass Walls	1	Lot
5	Ceiling Construction	1	Lot
6	Installation of LED lights	1	Lot
7	Repositioning of existing CCTV camera at the rear building entrance door	1	Lot
8	Repair of existing canopy roof	1	Lot
9	Demolition of floor and stairs	1	Lot
10	Demolition of ceiling	1	Lot
11	Painting	1	Lot
12	Galvanized Steel Canopy	1	Lot
13	Construction and Installation of Insulated Automatic Door	1	Lot
14	Installation of stone material for stairs	1	Lot
15	Installation of stone material for flooring	1	Lot
G. Exterior Pedestrian Canopy			
1	Fabrication of structural steel frames and marble reinforcement	60	Sqm
2	Installation of aluminum sheet for roof of canopy	75	Sqm
3	Installation of SMC and LGS material for ceiling of canopy		
4	Aluminum moulding for canopy ceiling	55	M
5	Installation of lights	1	Lot
6	Electrical work	1	Lot
7	Construction of rain gutter	20	M
8	Construction and installation of SUS drainage pipe	3	Piece
9	Installation of SUS drain on canopy roof	1	Lot
10	Construction of ramp for wheelchair and cargo carts	1	Lot
11	Construction and installation of handrail (for the ramp)	1	Lot
12	Construction and installation for gas pipe grill	15	M
H. Construction of Flagpole Stands for Back Parking			
1	Structure reinforcement of existing flagpole stands	1	Lot
2	Granite material	1	Lot
3	Production and installation of signs for flag stands	1	Lot
4	Formwork manufacturing	1	Lot
5	Concrete pouring	1	Lot
6	Production of flag poles	2	Set
I. Construction of Garden Box and Landscaping			
1	Removal and disposal of existing tree	1	Lot
2	Removal and disposal of garden soil	1	Lot
3	Construction of outdoor garden box	1	Lot
4	Planting of Rhododendron	1	Lot
5	Structure Fabrication	33	Sqm
6	Construction of steel perimeter wall (galvanized zinc panel sheet)	75	Sqm

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7	Waterproof plywood	33	Sqm
8	Pillar cap	5	Piece
9	Installation of waterproof lighting	14	M
J. Repair of Back Parking Flooring and Gate			
1	Parking floor demolition	220	Sqm
2	Transportation cost	150	Sqm
3	Manufacturing and installation of SUS steel divider and trim	1	Lot
4	Repainting of Vehicle and Pedestrian Gates, including base structure	1	Lot
5	Vehicle Automatic and Pedestrian Gates repair work	1	Lot
6	Manufacturing of the upper structure of the Gates	1	Lot
7	Electrical and Lighting Work	220	Sqm
8	Hight strength ceramic tile for flooring	220	Sqm
9	Pipe cover manufacturing	1	Lot
10	Relocation of outdoor units of ACUs	1	Lot
K. Perimeter Wall Construction			
1	Installation of temporary fence wall	120	Sqm
2	Demolition of existing fence	72	Sqm
3	Formwork manufacturing	30	M
4	Concrete pouring	3	Cubic meter
5	Steel Structure	115	Sqm
6	Fabrication of the lower base structure	15	Piece
7	Matte concrete	120	Sqm
8	Processed concrete	120	Sqm
9	Metal reinforcement for the two-legged	30	M
10	Marble reinforcement truss	250	Sqm
11	Manufacturing of thick structures	30	M
12	Installation of LED lights	30	M
13	Production of coat of arms for the gate (to be installed in the perimeter wall after completion of work)	1	Lot
14	Equipment rental	1	Lot
15	Design services (including structural calculations)	1	Lot
L. Small Parking Lot Construction			
1	Installation of automatic sliding door	1	Lot
2	Demolition of floor and finishing	1	Lot
3	Repair of stairs and surrounding finishes	1	Lot
4	Exterior painting	1	Lot
5	Installation of external lighting	1	Lot
M. Repair Works at the Rooftop Area			
1	Repair of flagpole stands, including production of appropriate signages	2	Set
2	Exterior marble repair (damaged by old/rotting rain gutters)	6	Set

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3	Heavy Equipment Rental	1	Lot
4	Rain Gutter Repair	6	Lot

VIII. Terms of Payment

In consideration of the scope of works outlined in this Terms of Reference, payment to the Contractor will be made according to the following schedule:

<i>Billing Particulars</i>	<i>Conditions / Requirements</i>
Down Payment (15%)	Upon signing the contract and receipt of the performance bond, the Embassy shall pay the down payment of 15% of the contract price to the Company before construction begins.
1 st Progress Payment (15% of contract price)	Upon completion of 15% of the project
2 nd Progress Payment (50% of contract price)	Upon completion of 50% of the project
3 rd Progress Payment (20% of contract price)	Within 30 days after Final Acceptance of the Project

No claims for payment will be processed or paid unless properly supported by complete documentation.

IX. Contract Performance Bond

To ensure the project is completed on time, the Company must submit a performance bond policy to the Embassy, amounting to at least 10% of the contract price as a guarantee and insurance.

X. Warranty Period/Maintenance Bond

1. The Contractor must provide the Embassy with a warranty policy or maintenance bond equal to at least 5% of the total project amount. The maintenance bond, under the terms and conditions of the contract, shall mean the maintenance surety insurance issued by the “Korea Specialty Contractor Financial Cooperative (KSCFC)”, which is equivalent to at least 5% of the total contract price. The Company shall maintain the guarantee's validity for a period of one (1) year following the last payment.
2. The Company must repair defects caused by the renovation project for one (1) year after completion of the project.

XI. Submissions/Deliverables

Annex A

The Contractor shall prepare and submit the following documents upon submission of its quotation:

1. Perimeter Wall and Interior Design Proposal/Concept Design
2. Drawings
 - a. Floor Plan
 - b. Elevation
 - c. Electrical
 - d. Ceiling
3. Detail/Finishing Material List
4. Sample Board
5. Project Schedule

Non-compliance with the above qualification requirement constitutes grounds for being classified as **NON-ELIGIBLE**.

PHOTOGRAPHS OF AREAS TO BE RENOVATED/IMPROVED

Room 102



Perimeter Wall

From inside the premises (side of Room 101)



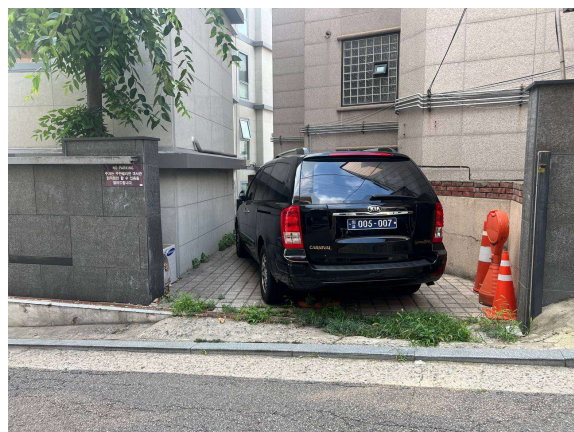
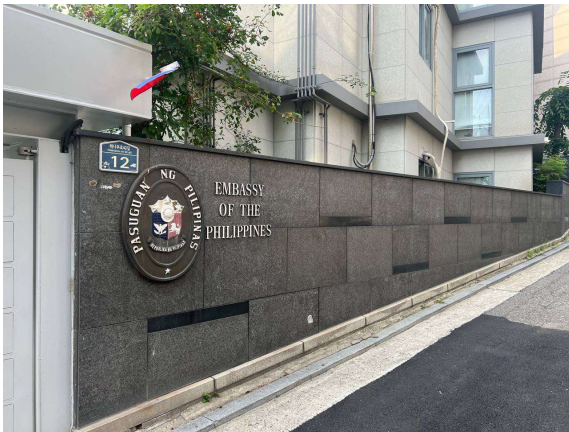
From inside the premises



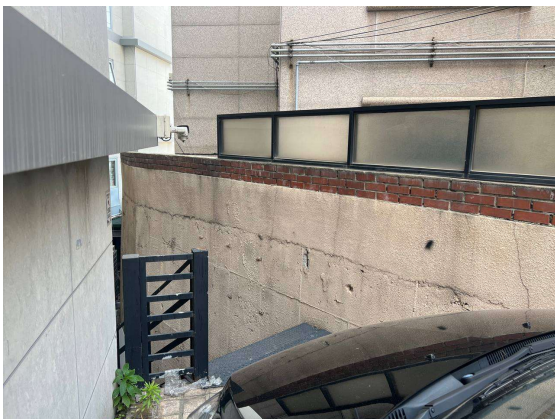
From outside the premises



Small parking lot on the far end of the wall



Access to the exterior side of basement area
(currently used for outdoor units of ACUs)



Back Parking





ANNEX C

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

The prospective Contractor must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) x 15] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the Securities and Futures Commission (SFC).

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by 15	
Sub-Total	
Minus: Value of Outstanding Contracts	
NFCC	

Submitted By:

Name of Contractor : _____

Name and Signature of Authorized Representative : _____