



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 Philippine Embassy in Seoul Corporate Jackets, 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 Friday, 19 December 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto: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

# PROCUREMENT OF A CONTRACT FOR SUPPLY AND DELIVERY OF PHILIPPINE EMBASSY IN SEOUL CORPORATE JACKETS

## TERMS OF REFERENCE

The Embassy of the Republic of the Philippines will engage the services of a reputable and capable supplier to procure Philippine Embassy corporate jackets for its personnel.

### ***I. Scope of Work***

The Supplier shall supply and deliver fifty-six corporate jackets in accordance with the specifications in the next section.

### ***II. Specification***

The Supplier shall produce and deliver two (2) types of corporate jackets:

#### ***A. Philippine Embassy, Seoul Corporate Jackets in black color***

No.	Description	
1	<i>Type of cut</i>	Unisex cut corporate jacket with collar
2	<i>Design</i>	1. Foldable and machine-washable jacket made with polyester and rayon material with a zipper 2. Philippine Embassy in Seoul logo (monochromatic) embroidered at the front upper left chest, logo size 7.3 cm in diameter 3. Full metal (chrome or silver) snap buttons and 4. Two inner pockets
3	<i>Material Requirements</i>	1. Fabric - TR fabric (Polyester 65%, Rayon 35%) 2. Accessories – chrome or silver metal for zippers and snap buttons
4	<i>Sizes</i>	Assorted sizes (S/M/L/XL/2XL/3XL/4XL), required quantity per size shall be confirmed before issuance of Purchase Order (PO)
5	<i>Color</i>	Plain Black with black silk lining
6	<i>Quantity</i>	Six (6)

#### ***B. Philippine Embassy, Seoul Corporate Jackets in navy blue color***

No.	Description	
1	<i>Type of cut</i>	Unisex cut corporate jacket with collar
2	<i>Design</i>	5. Foldable and machine-washable jacket made with polyester and rayon material with zipper 6. Philippine Embassy in Seoul 7. Philippine Embassy in Seoul logo (colored) sewn in at the front upper left chest, logo size 7.3cm in diameter. Logo to be provided by the Embassy 8. Full metal (chrome or silver) snap buttons and 9. Two inner pockets

3	<i>Material Requirements</i>	3. Fabric - TR fabric (Polyester 65%, Rayon 35%) 4. Accessories – chrome or silver metal for zippers and snap buttons
4	<i>Sizes</i>	Assorted sizes (S/M/L/XL/2XL/3XL/4XL), required quantity per size shall be confirmed before issuance of Purchase Order (PO)
5	<i>Color</i>	Plain Navy Blue with navy blue or black silk lining
6	<i>Quantity</i>	Fifty (50)

### **III. *Warranty***

Manufacturing defects shall be corrected/replaced by the Supplier, and the Supplier warrants that all produced jackets are uniform in color and finish, and proper stitching.

### **IV. *Deliverables***

- A. The Company shall supply and deliver six (6) black corporate jackets and fifty (50) navy blue corporate jackets 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 Five Million One Hundred Thousand Korean Won (KRW 5,100,000), 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 fifty-six (56) pieces of corporate jackets.