



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 Jeju 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 Thursday, 22 May 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and attention to **Ms. Anna Gabriella E. Guinto**.

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

The Embassy of the Philippines
Seoul, Republic of South Korea

18 May 2025

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

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company for the provision of transportation services (vehicle rental with driver) in Jeju for the transportation of the Philippine Embassy officials attending the 2025 Jeju Peace Forum on 28 to 30 May 2025 (exclusive of travel time).

I. Scope of Work

The Embassy shall require a vehicle with a driver for the Philippine Embassy officials (4 persons) for the meetings and official activities of the 2025 Jeju Peace Forum from 28 to 30 May 2025.

Below is the draft travel itinerary containing pertinent details:

No.	Date	Time	Type of Service	Activity / Destination	No. of Passengers
1	26 May	7:00 PM	Airport Transfer	Airport pick-up	2 + luggage
				1900H (7:00 PM) arrival via KE1187	
2		7:15 PM		Departure for Aria Hotel (23-1 Jungmungwangwang-ro, Seogwipo-si, Jeju-do)	
3		8:15 PM		Arrival at Hotel Aria	
4	27 May	9:00 AM	Daily Rental	Pick-up at Aria Hotel	2 or 3
				Departure for ICC Jeju	
5		9:30 AM		Arrival at ICC Jeju	
6		7:00 PM		End of Van Service	
7	28 May	6:00 AM	Daily Rental	Pick-up at Aria Hotel	4 + luggage
				Departure for Jeju Airport	
8		10:40 AM		Arrival of FPGMA and Amb. MTD	
				1040H (10:40 AM) arrival via KE1055	
9		10:55 AM		Departure for Booyoung Hotel (222 Jungmungwangwang-ro, Seogwipo-si, Jeju-	

				do)	
10		12:00 PM		Arrival at Booyoung Hotel)	
11		12:30 PM		Arrival at Aria Hotel	
12		8:00 PM		End of Dinner (per official program)	
13		8:30 PM		End of Rented Van Service (<i>will incur 1 hour overtime. Total service hours is 11 hours</i>)	
14	29 May	9:00 AM	Daily Rental	Pick-up at Aria Hotel	4
15		9:30 AM		Arrival at ICC Jeju	
		8:00 PM		End of Dinner (per official program)	
16		8:30 PM		End of Rented Van Service (<i>will incur 1 hour overtime. Total service hours is 11 hours</i>)	
17	30 May	12:30 PM	Airport Transfer	Pick-up at Aria Hotel	4 + luggage
18		1:00 PM		Pick-up at Booyoung Hotel	
19		2:00 PM		Arrival at Jeju Airport	
20		2:40 PM		Airport drop off	
				1440H (2:40PM) ETD via KE1238	

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

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 without delays.
- B. The assigned vehicle shall include a driver who can preferably speak the English language.
- C. The assigned vehicle should be of the year 2020 and onwards.
- D. The Embassy is not liable for the maintenance of the company's vehicles. The Company shall be responsible for the maintenance of its vehicle.

III. Vehicle Specifications

Based on the number of people, the Embassy will need one (1) van that can comfortably seat the Philippine Embassy officials (4 persons).

IV. *Terms of Payment*

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