



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 one-year lease contract of four (4) multifunctional photocopying machines and one (1) multifunctional fax machine 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 to submit quotations is Thursday, 23 July 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com, attention: **Ms. Anna Gabriella E. Guinto, BAC Secretariat Head**.

For further inquiries, please contact the Philippine Embassy at the telephone number (02)788-2100~2101 ext. 142 for English language speakers or ext. 141 for Korean language speakers.

The Embassy of the Philippines
Seoul, Republic of South Korea

13 July 2026

ONE-YEAR LEASE OF FOUR (4) MULTIFUNCTIONAL PHOTOCOPYING MACHINES AND ONE (1) MULTIFUNCTIONAL FAX MACHINE FOR OFFICIAL USE OF THE EMBASSY

TERMS OF REFERENCE

The Embassy of the Philippines in Seoul, Republic of Korea, intends to lease four (4) multifunctional photocopying machines and one (1) multifunctional fax machine for official use of the Embassy.

I. Scope Of Work

- a. The Company shall undertake the implementation of "One-Year Lease/Rental of Desktop Computers", in accordance with the specifications and subject to the terms and conditions of the contract.
- b. The Company shall perform the installation, testing, and commissioning of all equipment.
- c. The Company shall install the leased equipment in the following designated sections:

Department/Offices	Location	No. of Units	Description
Communications and Records Office	Room 402	1	Multifunctional Fax Machine (fax/print/copy/scan), with monochromatic and colored document printouts
Secretary to the Ambassador	Room 402	1	Multifunctional Photocopying Machine (fax/print/copy/scan) with monochromatic document printouts
Administrative Section	Room 301	1	Multifunctional Photocopying Machine (fax/print/copy/scan), with monochromatic and colored document printouts
Political and Economic Section	Room 302	1	Multifunctional Photocopying Machine (fax/print/copy/scan), with monochromatic and colored document printouts
Consular Section	Room 102	1	Multifunctional Photocopying Machine (fax/print/copy/scan), with monochromatic and colored document printouts

- d. The company shall provide technical support, service, and parts at no extra cost.

II. Technical Specifications

The machines shall be in accordance with the following specifications:

Equipment	Specification
Multifunctional Fax Machine	• With print, copy, scan, and fax functions ○ With a colored printing function

	• Up to 21 pages per minute (A4) for print speed • Up to 1200 x 1200 dpi (Resolution) • 250-sheet standard tray + 50-sheet multipurpose tray (Paper Capacity) • USB, Ethernet, and Wireless (Wi-Fi) (Connectivity)
Digital Color Multifunctional Photocopying Machine	• With print, copy, and scan functions ◦ With a colored printing function • 35 pages per minute (Print Speed) • 1200 x 1200 dpi (Resolution) • 1,200 sheets standard (Paper Capacity) • USB, Ethernet, and Wireless (Wi-Fi) (Connectivity)
Digital Monochromatic Multifunctional Photocopying Machine	• With print, copy, and scan functions ◦ With a monochromatic printing function only • 35 pages per minute (Print Speed) • 1200 x 1200 dpi (Resolution) • 1,200 sheets standard (Paper Capacity) • USB, Ethernet, and Wireless (Wi-Fi) (Connectivity)

The following components should be included:

III. *Other Requirements*

The Company should also provide the following:

- a. Technical Support, Service, and Parts, at no additional cost
- b. Delivery and installation

IV. *Approved Budget for the Contract*

The approved budget for the contract is **Five Million Four Hundred Thousand Korean Won** (KRW 5,400,000) per year, or **Four Hundred Fifty Thousand Korean Won** (KRW 450,000) per month.

V. *Terms of Payment*

- a. All accounts shall be payable monthly to the Embassy within fifteen (15) days from receipt of the billing statements, provided no errors or discrepancies are noted.
- b. With diplomatic VAT exemption (if applicable).