



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 six-month contract for the supply and delivery of blank PVC IDs and printer toners for its Embassy ID printer, 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, 16 July 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com, addressed to **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

SIX-MONTH CONTRACT FOR SUPPLY AND DELIVERY OF BLANK PVC IDS AND PRINTER TONERS FOR ITS EMBASSY ID PRINTER

TERMS OF REFERENCE

The Embassy of the Philippines in Seoul, Republic of Korea, intends to engage the services of a reliable and reputable Company for the six-month supply and delivery of blank PVC IDs and printer toners for its Embassy ID printer.

I. Scope Of Work

The Company will source the necessary supplies for the Embassy ID printer and deliver the items to the Philippine Embassy in the purchased order prepared by the Embassy.

II. Technical Specifications

The Embassy will require the Company to deliver the following Embassy ID supplies in its specifications as needed, and the estimated number of required quantities for each item:

No.	Item	Estimated Number of Requirements
1	Blank PVC ID Card 8cm x 5cm, white color	750 pieces
2	Printer Toner / Smart51 (YMCKO) (for SMART51S PVC ID Printer)	7 pieces

The Company warrants that all supplies delivered to the Embassy are brand new, unexpired, and free of defects.

III. Contract Duration

For this project, the contract duration will be from **01 August 2026 until 31 January 2027**.

IV. Approved Budget for the Contract

The approved budget for the contract is **Four Hundred Fifty Thousand Korean Won** (KRW 450,000).

V. Terms of Payment

The Embassy will pay the invoice for completed orders under the Purchase Order within fifteen (15) days of receipt of the invoice from the Company, provided no errors or discrepancies are noted.