



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 office supplies and materials 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 Wednesday, 01 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**.

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

23 June 2026

SIX-MONTH CONTRACT FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND MATERIALS FOR OFFICIAL USE OF THE EMBASSY

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 office supplies and materials for the official use of the Embassy.

I. Scope Of Work

The Company will source the necessary office supplies and materials for the Embassy and deliver the ordered items to the Philippine Embassy or to another location specified in the purchase order prepared by the Embassy.

II. Technical Specifications

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

| Item | Required Quantities |
|---|----------------------------|
| <i>Paper Products</i> | |
| A4 Plain White Paper, 80 gsm | 40 boxes (5 reams/box) |
| Legal Size Plain White Paper | 1 box (5 reams/box) |
| A4 Note Verbale Paper | 2000 sheets |
| A4 White Letter Envelope with Letter Head | 1000 pieces |
| Certificate Paper | 30 packs |
| A4 Folder | 20 packs (10/pack) |
| Consular Provisional Receipt | 1 box |
| A4 Brown Envelope | 200 pieces |
| Legal Size Brown Envelope | 200 pieces |
| Letter Envelope | 2 packs |
| Manila/Brown Wrapping Paper | 10 packs |
| Notebook | 10 pieces |
| A4 Sticker Paper | 5 packs |
| Sticker Label 99.1 x 38.1 mm | 2 packs |
| Sticker Label 99.1 x 140mm | 2 packs |
| Sticker Label 99.1 x 67.7mm | 2 packs |
| Sticker Label 210 x 297mm | 2 packs |
| Sticker Label 11 x 30mm | 2 packs |
| Post-It (Large) | 10 packs |
| Post-It (Medium) | 10 packs |
| Post-It (Small) | 10 packs |
| Logbook | 5 pieces |
| Bubble envelope (145x240) | 15 pieces |
| A4 Pad Paper | 10 pieces |

| Item | Required Quantities |
|-------------------------------------|----------------------------|
| Photo Paper | 15 packs |
| Sign Here Tabs | 10 packs |
| Queuing Machine Tickets | 10 rolls |
| | |
| <i>Pens/Markers/Highlighters</i> | |
| Blue Signing Pen | 5 boxes |
| Black Signing Pen | 5 boxes |
| Red Signing Pen | 5 boxes |
| Black Ballpoint Pen | 5 boxes |
| Monami Rolling Pens | 5 boxes |
| Monami Rolling Pens Refill | 5 boxes |
| Highlighters (various colors) | 5 packs |
| Permanent Marker (Black, Blue, Red) | 10 pieces |
| White Board Marker | 10 pieces |
| Pencils | 3 packs |
| Blue Ink (for stamp pad) | 3 bottles |
| | |
| <i>Other Office Supplies</i> | |
| Acrylic Message Holders | 5 pieces |
| Plastic L-Folder | 10 packs |
| Heavy duty ring binder | 5 pieces |
| Binder clips (large) 51mm | 15 boxes |
| Binder clips (medium) 41mm | 15 boxes |
| Binder clips (small) 25mm | 15 boxes |
| Correction Tape | 15 pieces |
| Correction Tape Refill | 15 packs (2/pack) |
| Rubber Eraser | 5 pieces |
| Rubber Band | 10 packs |
| Staple Wire | 5 boxes |
| Fastener | 5boxes |
| Clear Tape (medium) | 10 rolls |
| Clear Tape (small) | 10 rolls |
| Packing/Packaging Tape (large) | 15 rolls |
| Masking Tape (large) | 15 rolls |
| Double Sided Tape | 5 rolls |
| Glue Stick | 30 pieces |
| Filing boxes | 5 pieces |
| Staple wire remover | 5 pieces |
| Certificate Folder | 15 pieces |
| Visible File Folder | 15 pieces |
| Small Paper clip | 15 boxes |
| Eyelets | 5 boxes |
| Gold stickers/Notarial seal | 50 pieces |
| Wet Tissues | 5 boxes |
| Box Tissues | 5 packs |
| Stamp Pads | 3 pieces |

| Item | Required Quantities |
|--|----------------------------|
| Scissors | 5 pairs |
| Staplers | 5 pieces |
| Pencil sharpener | 1 piece |
| Ruler | 5 pieces |
| File Organizer | 5 pieces |
| In & Out Trays | 5 pieces |
| Laminating Film | 5 boxes |
| ID Tags (85x54) | 150 pieces |
| Calculator | 3 pieces |
| Mini Dater Automatic Stamp | 3 pieces |
| Philippine Embassy logo stamp, small | 1 piece |
| Philippine Embassy logo stamp, large | 1 piece |
| | |
| <i>Computer Supplies & Accessories</i> | |
| HP 136A | 2 pieces |
| HP 12A | 1 piece |
| HP 17A | 2 pieces |
| HP 19A | 2 pieces |
| Canon 328 | 2 pieces |
| Canon 325 | 2 pieces |
| Samsung MLT-D111S | 1 piece |
| Ribbon Cartridge LQ590 | 2 pieces |
| Canon PGI-35BK Toner | 2 pieces |
| Canon CLI-36CL Toner | 2 pieces |
| External Drive 1TB | 1 piece |
| USB 32GB | 1 piece |
| Cable ties | 1 pack |
| | |
| <i>Electrical</i> | |
| AA Battery | 5 packs |
| AAA Battery | 20 packs |
| | |
| <i>Toilet & Cleaning Products</i> | |
| Regular Toilet Tissues | 4 packs (30 rolls/pack) |
| Large garbage bag | 4 packs |
| Small garbage bag / Plastic Bag | 4 packs |
| Dish Cloth | 5 packs |
| Rubber Gloves | 3 pairs |
| Naphthalene Balls | 5 packs |
| Hand Soap | 5 bottles |
| Toilet cleaning products | 10 bottles |
| Glass Cleaner | 1 bottle |
| Air Freshener | 1 bottle |
| Dishwashing liquid | 5 bottles |
| Dishwashing Sponge | 5 packs |
| Mop Refill | 10 pieces |

| Item | Required Quantities |
|--|---------------------|
| Indoor Sweeper | 1 piece |
| Outdoor Sweeper | 1 piece |
| Hand sanitizer | 1 bottle |
| Bleach | 7 bottles |
| Scraper | 1 piece |
| Adhesive Remover | 1 bottle |
| Room Scent Diffuser | 5 packs |
| Spray Alcohol | 12 bottles |
| <i>Official Car Maintenance</i> | |
| Car Wash Shampoo | 1 bottle |
| Liquid Wax Spray | 3 bottles |
| Non-abrasive Towel | 1 pack |
| Cleaning Chamois | 3 packs |
| Air Freshener | 3 packs |
| Duster | 1 piece |
| <i>Kitchen Supplies</i> | |
| Disposable Spoons | 10 packs |
| Disposable Forks | 10 packs |
| Disposable Plates | 10 packs |
| 3-in-1 Instant Coffee Mix | 2 boxes |
| Assorted Snacks Set A (for meetings), individually packed | 7 boxes |
| Assorted Snacks Set B (for meetings), individually packed | 7 boxes |
| Assorted Fruit Juices, individually packed | 2 boxes |
| <i>Other Requirements</i> | |
| Printing of Business Cards | |
| Photo printing | |
| Name Rubber Stamp | |
| Tarpaulin Printing (600x1600 mm) | |
| <i>Note : There may be other office supplies or requirements not included in the list.</i> | |

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 **18 July 2026 until 17 January 2027**.

IV. Approved Budget for the Contract

The approved budget for the contract is **Twelve Million Korean Won (KRW 12,000,000)**.

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.