



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 new air conditioning units for 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 Monday, 08 December 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and pay attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines
Seoul, Republic of South Korea

03 December 2025

PROCUREMENT OF NEW AIR CONDITIONING UNITS FOR THE EMBASSY

Terms of Reference

The Embassy of the Republic of the Philippines intends to procure two (2) air conditioning units from a reputable supplier for the Cultural Office and Maintenance Office.

I. Background

After reviewing the current inventory of air conditioning units (ACUs) in the Chancery, the ACU installed in the Cultural Office, Room 101, has been in place since the building was purchased in May 2013. The estimated useful life for office furniture is only five (5) years, and it has now greatly exceeded this period. Additionally, there is no indication whether the ACU is inverter-type, as Post prefers inverter-type ACUs for their energy efficiency.

Furthermore, the Maintenance Office on the basement level, where most of the cleaning and building maintenance supplies are stored—including the boiler units for the basement and 1F—lacks its own ACU to control the room temperature.

This year, news outlets have reported that Korea is on track to experience one of the most severe summer heatwaves in its history, following the hottest June on record. In addition to the extreme heat in summer, Korea is also well known for its harsh winters, which often reach -20 degrees Celsius during the peak months (January and February). This is expected to become the new normal due to the effects of global warming.

Maintaining a comfortable office temperature is essential for productivity, safety, efficiency, and optimal performance of the boiler units at the Maintenance Office.

II. Scope of Work

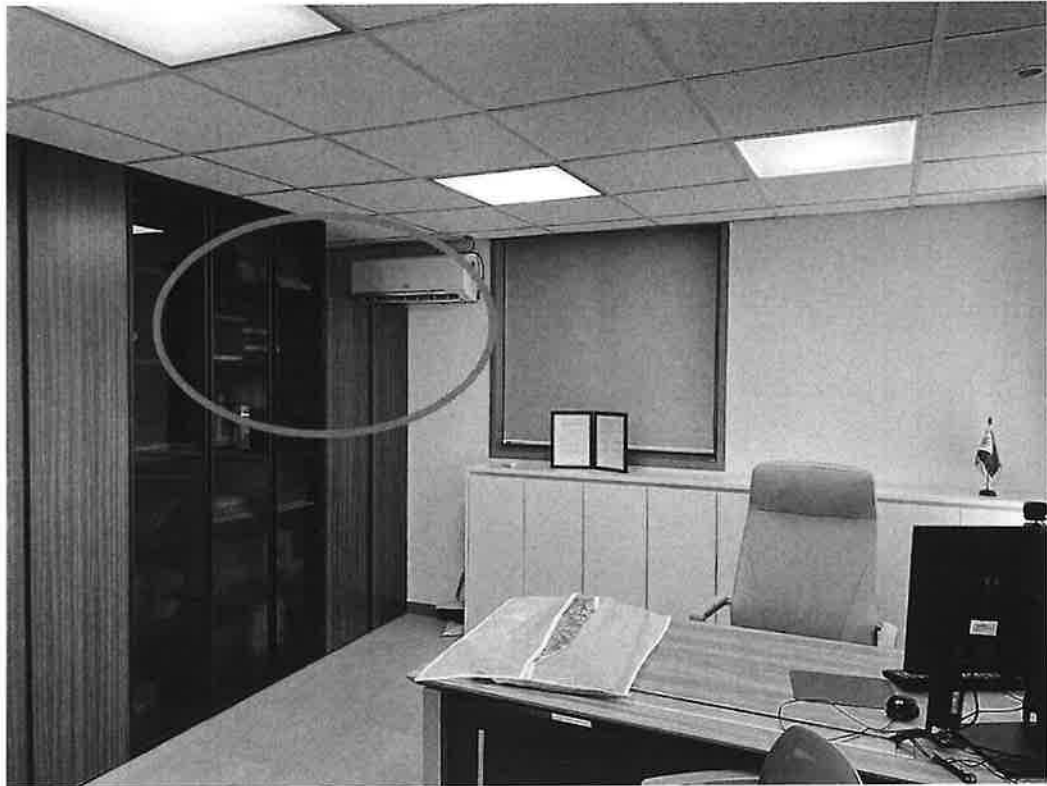
The Supplier shall supply, deliver, and install two (2) brand new ceiling-mounted ACUs for the following areas:

1. Cultural Office in Room 101
2. Maintenance Office at the Basement Level

The Supplier shall also be responsible for the necessary tools, supplies, and equipment for the installation (including labor and waste disposal).

For the installation of ceiling-mounted ACUs, the Supplier may subcontract the necessary construction work if they do not possess the technical capability for the ceiling construction work and wall repairs in the Cultural

Office, where the previous wall-mounted ACU was installed. Below is a photo of the wall where the existing ACU is installed:



To ensure consistency with the interior finishing materials in the backend office area of Room 101, the Supplier shall complete the repair work using wallpaper approved by the Embassy. The Supplier must provide the Embassy with wallpaper options that match the existing wallpaper in color and texture.

Lastly, the Supplier shall also be responsible for disposing of the old ACU, which will be replaced by one of the newly purchased and installed ACUs.

III. Specifications

Type	Ceiling-mounted (2 units), Inverter
Functions	Cooling and Heating
Capacity	13 pyeong (for the maintenance office), and 8 pyeong (for the Office of the Consul/Vice Consul in Room 101)
Others	With a remote control

IV. Warranty

The Supplier shall warrant the ACUs against failure due to defects in materials or workmanship for at least two years and will, therefore, repair the in-warranty ACUs at no cost.

V. Deliverables

The Supplier shall deliver and install two (2) ceiling-mounted, inverter-type ACUs in the following areas:

1. Cultural Office in Room 101
2. Maintenance Office at the Basement Level

VI. Approved Budget for the Contract

The approved budget for the contract is **Seven Million Eight Hundred Thousand Korean Won** (KRW 7,800,000) only, inclusive of VAT, installation (labor and materials), and other applicable fees.

VII. Submissions

In addition to the quotation, interested suppliers should submit a brochure or website page containing the technical specifications of the proposed ACUs. Alternatively, the quotation may include the specifications of the proposed unit. The Embassy will accept either submission from interested suppliers.

VIII. Terms of Payment

Payment will be made through bank transfer within seven (7) working days after the complete delivery and installation of two (2) brand new ceiling-mounted ACUs.