



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 the customized gift ribbons 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 Friday, 12 December 2025, at 12:00 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

07 December 2025

PROCUREMENT OF CUSTOMIZED RIBBONS FOR OFFICIAL USE OF THE EMBASSY


TERMS OF REFERENCE

The Embassy of the Philippines needs to engage the services of a qualified and competent Company that can produce paper cups and table napkins for the official use of the Embassy.

I. Scope of Work

The Company shall produce customized paper cups and table napkins based on the specification and design provided by the Embassy.

II. Specifications

Material	Satin and Polyester (shiny surface on one side, where the text is printed)
Width	250mm +/- 10mm
Length	50 yards +/- 5 yards
Color	Navy Blue, almost Midnight Blue
Design (<i>electronic file of design may be requested from Property Officer Guinto</i>)	
Font Style	Amoresa Font Style (Calligraphy)
Text	Embassy of the Republic of the Philippines, Seoul

III. Deliverables

The Company shall produce and deliver the one hundred (100) rolls of customized ribbons.

I. Approved Budget for the Contract

The approved budget for the contract is **Seven Hundred Thousand Korean Won** (KRW 700,000), inclusive of all applicable fees and VAT.

II. Terms of Payment

Full cash payment of the total contract shall be made within ten (10) days after complete delivery and receipt of the invoice through bank deposit.