



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 2025 Team Building of the Philippine Embassy in Seoul, 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

TEAM BUILDING ACTIVITY FOR PHILIPPINE EMBASSY IN SEOUL

TERMS OF REFERENCE

The Embassy of the Republic of the Philippines intends to engage the services of a reputable Supplier to organize and provide the necessary services for the 2025 Team Building.

I. Objective

- a. Teamwork for purposes of boosting team performance;
- b. Communication and socialization within the team; and
- c. Improvement of staff motivation

II. Scope of Work

- a. Provision of transportation fees from the Chancery to the team building activity venues and back;
- b. Propose at least two (2) team building activities, and materials needed for the activity will be provided by the Supplier.
- c. Payments of admission fees in the team building activity venues, if applicable.

III. Participants

All Embassy personnel (30 persons), including local hires, shall attend the building activity. Team building training venues should be in South Korea and accessible via private bus.

IV. Submissions

Interested Suppliers are requested to submit the following documents:

- a. Proposed schedule or itinerary;
- b. Contract inclusions;
- c. Total quote for the contract (including VAT, if applicable).

V. Approved Budget for the Contract

The approved budget for the contract is **Five Million Korean Won (KRW 5,000,000)**, inclusive of all applicable fees and VAT.

VI. Terms of Payment

Full cash payment of the total contract price and the actual cost of admission (if applicable) shall be made within ten (10) days after the completion of the activity and receipt of the invoice through bank deposit.