



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 supply and delivery of personalized handkerchief and large tote bags as tokens 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 Saturday, 07 February 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com) and address it to **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 and ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

04 February 2026

# **SUPPLY AND DELIVERY OF PERSONALIZED HANDKERCHIEFS AND LARGE TOTE BAGS AS TOKENS FOR OFFICIAL USE OF THE EMBASSY**

## **TERMS OF REFERENCE**

The Embassy of the Republic of the Philippines will procure personalized tote bags and handkerchiefs from a qualified and competent Company as tokens for official events.

### ***I. Scope of Work***

The Company shall supply and deliver tote bags and handkerchiefs based on the specifications provided by the Embassy.

### ***II. Specification***

<b>Handkerchief</b>	
<i>Size</i>	60cm x 60 cm (+/- 2cm)
<i>Color of Base Material</i>	White
<i>Material</i>	At least 60 count 100% cotton
<i>Packaging</i>	Plain kraft envelope, 16 cm x 16 cm (+/- 2cm)

<b>Large Tote Bag</b>	
<i>Size</i>	Height: 37 cm (+/- 5 cm) Length: 35 cm (+/- 5 cm)
<i>Handle Size/Length</i>	21.5 cm (+/- 5 cm)
<i>Material</i>	Canvas cotton
<i>Weight (approx.)</i>	140 g (+/- 10 g)
<i>Packaging</i>	OPP plastic

### ***III. Printing of the Selected Design***

The Company shall print the selected design, via full color whole product printing, of the artwork "Magkapamilya #2" by Eric Yance Iriola:

For the large tote bag:



For the handkerchief:



The size of the printing is as follows:

1. Large Tote Bags – 28 cm x 18 cm (+/- 5 cm)
2. Handkerchiefs – 60 cm x 60 cm, full product printing (depending on the size of the item)

The Company shall submit a digital mock-up/layout of the items, along with the design, to the Embassy for approval before production.

**IV. *Deliverables***

- A. The Company shall supply and deliver the following items with their corresponding quantity
  - i. One Hundred (100) pieces of the handkerchief (with white base color)
  - ii. One Hundred (100) pieces of the large tote bag
- The above-listed items should be delivered to the Embassy **on or before 27 February 2026**.
- B. The delivery location of the items is the Philippine Embassy, 80 Hoenamuro, Yongsan-gu, Seoul 04346.

**V. *Approved Budget for the Contract***

The approved budget for the contract is **One Million Two Hundred Thousand Korean Won** (KRW 1,200,000), inclusive of all applicable fees and delivery.

**VI. *Terms of Payment***

- A. Payment shall be made through bank transfer within ten (10) working days upon complete delivery of the items and receipt of the invoice.