Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BAGONG PILIPINAS

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea, is inviting companies to submit quotations for its procurement of a contract for on-site foreign language training services, 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, 11 November 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and attention 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-language speakers or ext. 141 for Korean-language speakers.

The Embassy of the Philippines
Seoul, Republic of South Korea

09 November 2026

ON-SITE FOREIGN LANGUAGE TRAINING SERVICES

Terms of Reference

The Embassy of the Republic of the Philippines intends to engage the services of a reputable foreign language training center ("Center") to provide on-site foreign-language training for its personnel.

I. Objective

To enhance the workplace language proficiency of staff members, focusing on basic Hangul to improve day-to-day communication, international collaboration, and operational efficiency.

II. Scope of Work

The Center will be responsible for the following deliverables:

a. Placement Testing: Conduct initial proficiency assessments (written and oral) for all participating employees to determine their baseline levels
b. Curriculum Design: Customize a tailored syllabus focusing on general business communication
c. Class Delivery: Conduct highly interactive, face-to-face, on-site classes at the Embassy premises
d. Materials Provision: Provide all necessary learning resources, including textbooks, digital materials, and supplementary exercises

III. Target Audience and Class Structure

a. Target Participants: Approximately eleven (11) employees
b. Schedule: Tuesdays and Thursdays, 2 hours per session
c. Total Duration: A total of sixteen (16) hours, running from 17 November to 17 December 2026 (8 weeks)

IV. Reporting

The Center must provide the attendance sheets to the Administrative Section upon completion of the course.

V. Provider and Instructor Qualifications

The Center and assigned instructors must meet the following criteria

a. Institutional Experience: Minimum of three (3) years of experience delivering corporate or institutional language training
b. Instructor Credentials: Instructors must hold a recognized language teaching certification
c. Corporate Acumen: Proven experience in teaching corporate clients or business-specific communication

VI. Institutional Arrangements and Resources

The Embassy will provide the following:

a. Dedicated training rooms
b. Internet Access
c. Multimedia Equipment

The Center will provide the following:

d. Textbooks
e. Lesson Plans
f. Handouts
g. Personal Teaching Devices, if required

VII. Approved Budget for the Contract

The approved budget for the contract is **Three Million Korean Won** (KRW 3,000,000), inclusive of textbooks and all applicable fees.

VIII. Terms of Payment

The payment shall be made based on the following schedule via bank deposit

Billing Particulars	Conditions/Requirements
Down payment (10% of contract price)	Upon signing of the contract
1st Progress Payment (20% of contract price)	Upon complete delivery of textbooks
2nd Progress Payment (20% of contract price)	Upon achieving 30% of course completion
3rd Progress Payment (50% of contract price)	Within ten (10) working days upon course completion and receipt of required reports and invoice