



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 large tote bags as tokens for the 2026 Seollal and other official events 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 Thursday, 19 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

15 February 2026

# SUPPLY AND DELIVERY OF PERSONALIZED LARGE TOTE BAGS AS TOKENS FOR THE 2026 SEOLLAL AND OTHER OFFICIAL EVENTS OF THE EMBASSY

## TERMS OF REFERENCE

The Embassy of the Republic of the Philippines will procure personalized tote bags from a qualified and competent Company as tokens for the 2026 Seollal and other official events of the Embassy.

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

The Company shall supply and deliver large tote bags in accordance with the specifications provided by the Embassy.

### **II. Specification**

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



The size of the printing is 28 cm x 18 cm (+/- 5 cm).

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 **one hundred (100) pieces** of the large tote bags. These 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 **Eight Hundred Thousand Korean Won (KRW 800,000)**, 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.