



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 transportation services (vehicle rental with driver) in Busan for the Filipino Community Event during the Presidential Visit, 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 on Wednesday, 22 October 2025, 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

17 October 2025

# PROCUREMENT OF A CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN BUSAN FOR THE FILIPINO COMMUNITY EVENT DURING THE PRESIDENTIAL VISIT

## Terms of Reference

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

The Embassy shall require a vehicle with a driver for the participants (200 persons) of the Filipino Community Event during the Presidential Visit on 30 October 2025 in Wyndham Grand Busan.

Below is the draft travel itinerary:

Time	Location
8:50 to 9:00 AM	Seoul Station, departure for Wyndham Grand Busan
2:00 to 3:00 PM (depending on traffic conditions)	Wyndham Grand Busan (27 Deungdae-r, Seo-gu, Busan)
9:00 PM	Departure for Seoul
1:30 AM to 2:30 AM (depending on traffic conditions)	Arrival at Seoul Station

The contract price shall include driver, insurance coverage, fuel replenishment cost, and parking fees.

### **II. Expected Deliverables**

1. The Company shall ensure that the vehicles assigned to the Embassy is in excellent condition. However, in the event that the vehicle breaks down, the Company will arrange for its immediate replacement without delay.
2. The assigned vehicle shall include a driver who can preferably speak the English language.
3. The assigned vehicle should be of the year 2020 or onwards.
4. The Embassy is not liable for the maintenance of the company's vehicles. The Company shall be responsible for the maintenance of its vehicle.

### **III. Vehicle Specifications**

Based on the number of people, the Embassy will require five (5) 40-seater buses to accommodate participants traveling to Busan to attend the Filipino Community Event during the Presidential Visit.

### **IV. Approved Budget for the Contract**

The Approved Budget for the Contract is **Ten Million Korean Won (KRW 10,000,000)**, inclusive of all applicable fees.

### **V. Terms of Payment**

Payment shall be made within seven (7) days after fulfillment of the contract via bank deposit.