



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 Daejeon for the Filipino Community Leaders Camp, 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, 06 November 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

02 November 2025

# **PROCUREMENT OF A CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN DAEJEON FOR THE FILIPINO COMMUNITY LEADERS CAMP**

## Terms of Reference

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

The Embassy shall require a vehicle with a driver for the participants of the Filipino Community Leaders Camp on 08 to 09 November 2025 in Daejeon Forest Garden.

Below is the Draft Travel Itinerary

<b>Date</b>	<b>Time</b>	<b>Location</b>
08 November 2025 (Saturday)	7:00 AM	Pick up at Daejeon Station, departure to Daejeon Forest Community Center
	9:00 AM	Arrival at the Dajeon Forest Community Center
09 November 2025 (Sunday)	1:00 PM	Pick up at Dajeon Forest Garden, departure for Daejeon Station
	3:00 PM	Arrival at the Daejeon 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 one (1) 40-seater bus to accommodate participants traveling to Daejeon Forest Community Center to attend the Filipino Community Leaders Camp.

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

The approved budget for the contract is **One Million Seven Hundred Thousand Korean Won (KRW 1,700,000)** only, inclusive of all applicable fees.

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

Payment will be made through bank transfer within ten (10) working days after fulfillment of the contract and receipt of the invoice.