



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 rented equipment for the 2025 Palarong Pinoy at Family Day, 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 for the submission of quotations is Wednesday, 20 August 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 telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of South Korea

14 August 2025

RENTED EQUIPMENT FOR THE 2025 PALARONG PINOY AT FAMILY DAY

The Embassy of the Philippines intends to engage the services of a reputable supplier to provide rented canopy tents, tables, and other equipment for the 2025 Palarong Pinoy at Family Day in Jeju on 31 August 2025.

I. Background

Started in 2023, the *Palarong Pinoy* (Filipino games) at Family Day”, organized by the Philippine Embassy, is a response to the request for the growing number of Filipino marriage migrants and multicultural families in South Korea for a program intended to celebrate multiculturalism and creatively present the rich heritage and culture of the Philippines; hence, this initiative which showcases traditional Filipino games and activities.

For this year’s edition, the Embassy will bring the event to Jeju for FilCom members living there. Due to the distance from Seoul and limited transportation options from Jeju to Seoul, FilCom members in Jeju often struggle to attend Embassy activities, which are predominantly held within Seoul or nearby areas.

To maximize the funds and Embassy time, the event will be complemented by consular outreach activities from 30 to 31 August 2025.

II. Event Details

Details of the event is as follows:

- a. Date : 31 August 2025 (Sunday)
- b. Time : 8:00 AM until 12:00 NN
- c. Venue : Citizens’ Welfare Town Plaza (286, Yeonsam-ro, Jeju-si, Jeju-do)
- d. Number of pax : 300 persons (maximum)

III. Scope of Work

The Supplier is responsible for the following:

1. To provide the necessary rented equipment for the event:
2. To deliver, set up, and pack up the rented equipment at the venue;

IV. Deliverables

Item	Dimension	Quantity (minimum required number)	Remarks

Tent	3 m x 6 m	8	
Tables	1800 mm x 750mm	12	
Plastic Chairs (with backrest)		80	
Generator		1	With heavy duty extension cords, and back-up gasoline
Standing Electric Fan	Small size	2	
Standing Electric Fan	Big size	2	

V. *Schedule of Ingress and Egress*

The Supplier shall follow the following schedule:

- a. Ingress / Set-up – 30 August 2025 (Saturday), 4:00 PM
- b. Egress / Dismounting – 31 August 2025 (Sunday), 1:00 PM

VI. *Terms of Payment*

The Embassy shall pay the Supplier within seven (7) days after fulfillment of the contract.