



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 official use 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 Monday, 17 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

13 November 2025

PROCUREMENT OF A CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN BUSAN FOR OFFICIAL USE OF THE EMBASSY

Terms of Reference

I. Scope of Work

The Embassy shall require a vehicle with a driver for the Embassy officials attending the Special Lecture Series on Philippine Studies at the Busan University of Foreign Studies and the Launching Ceremony of the Philippine Navy's Offshore Patrol Vessel No. 2.

Below is the Draft Travel Itinerary

Date	Time	Location
19 November 2025 (Wednesday)	2:42 PM	Arrival at KTX Busan Station
		Departure for Busan University of Foreign Studies
	3:30 PM (approx., depending on traffic conditions)	Arriva at Busan University of Foreign Studies
	7:00 PM	Departure for Asti Hotel Busan Station
	7:40 PM	Arrival at Asti Hotel Busan Station
	END	

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) vehicle for the Embassy officials attending official activities in Busan.

IV. Approved Budget for the Contract

The approved budget for the contract is **Four Hundred Thousand Korean Won** (KRW 400,000) 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.