



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 and Gyeongju during APEC Economic Leaders' Week, 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 AND GYEONGJU DURING APEC ECONOMIC LEADERS' WEEK

Terms of Reference

I. Scope of Work

The Embassy shall require the following vehicles for officials from the Department of Foreign Affairs and the Philippine Embassy:

No.	Type of Vehicle	Quantity	Base of Location
1	Large Van	Six (6)	<ul style="list-style-type: none"> • Two (1) in Nonghyup Cooperative Banking Training Gyeongju Institute • One (1) in Hanhwa Resort Gyeongju • One (1) in Signiel Busan • Two (2) in Benikea Premier Hotel Haeundae
2	Passenger Van	One (1)	Nonghyup Cooperative Banking Training Gyeongju Institute

Other pertinent details are as follows:

Hotel Accommodations

- Nonghyup Cooperative Banking Training Gyeongju Institute (455 Bomun-ro, Sinpyeong-dong, Gyeongju)
- Benikea Premier Hotel Haeundae (317 Haeundaehaebyeon-ro, Haeundae-gu, Busan)
- Hanhwa Resort Gyeongju (30-3 Bukgun-dong, Gyeongju-si, Gyeongsangbuk-do)
- Signiel Busan (30 Dalmaji-gil, Haeundae-gu, Busan)

Meeting Locations

- Wyndham Grand Busan (27 Deungdae-r, Seo-gu, Busan)
- Hwabaek International Convention Center (Gyeongsangbuk-do, Gyeongju-si, Bomun-dong, Bomun-ro507)
- UN Memorial Cemetery in Busan (93 UN pyeonghwa-ro, Nam-gu, Busan)
- Note: Other meeting locations may be added

KTX and Flight Schedules

To be shared with the winning Supplier after awarding the contract.

The required services are as follows:

No.	Date	Type of Service	Arrival / Departure	Flight Details	No. of Pax	Requirements	Remarks
1	24 October to 02 November 2025	Daily Rental with airport transfer	Arrival and Departure	To be shared upon awarding the contract	12 (max)	Large Van with driver	For the use of OUMAIER delegates
2	26 October to 02 November 2025	Daily Rental with airport transfer	Arrival and Departure	To be shared upon awarding the contract	12 (max)	Van with Driver	For the use of OUMAIER delegates
3	26 October to 02 November 2025	Daily Rental with airport duties	N/A	N/A	12 (max)	Large Van with driver	For the Embassy Advance Team
4	29 October to 02 November 2025	Daily Rental with airport duties	N/A	N/A	12 (max)	Large Van with driver	For Embassy Team in charge of FilCom Event
5	29 October to 02 November 2025	Daily Rental	N/A	N/A	12 (max)	Large Van with driver	Transportation Vehicle for the PhilDel in Signiel Busan
6	29 October to 01 November 2025	Daily Rental	N/A	N/A	12 (max)	Large Van with driver	Transportation Vehicle for PhilDel in Nonghyup Cooperative Banking Training Gyeongju Institute
7	29 October to 01 November 2025	Daily Rental	N/A	N/A	12 (max)	Large Van with driver	Transportation Vehicle for PhilDel in Hanhwa Resort Gyeongju

II. Expected Deliverables

- a. The Company shall ensure that the vehicle assigned to the Embassy is in excellent condition. However, if the vehicle breaks down, the Company will arrange for its immediate replacement.
- b. The assigned vehicle should be from the year 2020 onwards.

- c. The Embassy is not responsible for maintaining the company's vehicles. The Company shall be responsible for maintaining its vehicle.

III. Vehicle Specifications

Based on the number of confirmed members of the Philippine Delegation, the Embassy will need an appropriate vehicle that can comfortably seat the delegation's size. The Company may recommend a proper vehicle type.

IV. *Approved Budget for the Contract*

The Approved Budget for the Contract is **Thirty-Seven Million Korean Won** (KRW 37,000,000), 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.