



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 one-year contract for the provision of security services for 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 for submission of quotations is Thursday, 26 February 2026, at 5:00 p.m. Interested suppliers may send their duly signed quotation to the email address seoulpe@philembassy-seoul.com and 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 Korea
23 February 2026

PROCUREMENT OF ONE (1) YEAR CONTRACT FOR THE PROVISION OF SECURITY SERVICES FOR THE EMBASSY

TERMS OF REFERENCE

The Embassy of the Philippines needs to engage the services of a qualified and competent Company to provide security services to protect and safeguard its properties and installations, and the persons and properties in the premises against threats and unlawful acts of any person, provide emergency response to mitigate the effects of any natural and man-made crises, and maintain peace and order in its premises.

I. OBJECTIVE

To provide qualified private security services for the Embassy from a company that has the necessary manpower, training, experience, financial resources, and capability to provide the needed protection for the Embassy's assets and interests to ensure continuing and unhampered operations and provisions of public services.

II. TECHNICAL SPECIFICATIONS

A. Qualifications of the Company

1. The Company shall be a corporation or company duly organized and existing under Korean laws and duly licensed by appropriate government authorities, to render security and related services.
2. The Company shall have the necessary capability, expertise, equipment, manpower, financial resources, and experience to undertake the security requirements of the Embassy.

B. Duties of the Company

1. The Company shall render services from Sunday to Thursday from 8:30 a.m. to 5:30 p.m. continuously to secure and safeguard the Embassy operations and assets as well as visitors within its premises, from threats, hazards, risks as well as from sabotage, theft, pilferage, robbery, and other unlawful acts.
2. The Company shall provide the Embassy with professional, trained, duly licensed security personnel who possess the following qualifications:
 - Legally eligible to work in Korea
 - Physically and mentally fit
 - Must have no derogatory record or pending case, both

- administratively or criminally
 - Must have passed the drug test conducted by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the Korean government
 - Must be courteous, hardworking, cooperative, and possess good moral character
3. The Company shall ensure that its security personnel undergo the following training programs with the corresponding certifications and/or licenses from duly licensed training facilities or institutions:
 - Proper customer relations
 - Proper handling of firearms
 - General emergency procedures and crowd disturbance management
 - First aid administration
 4. The Company shall provide one (1) security personnel to the Embassy.
 5. The Company shall not remove, replace, or transfer its assigned guard without the written approval of the Head of Post.
 6. The Company shall ensure the timely payment of salaries and allowances of the security personnel every month for services rendered to ensure the efficient delivery of services.
 7. The total contract price and provisions for the employment of the security personnel should be compliant with local labor laws.
 8. The Company shall not deploy trainees.
 9. The Company and its security personnel shall comply with the security and safety rules and regulations of the Embassy.
 10. The Company's security personnel shall only be allowed access to the premises of the Embassy during the scheduled work and shall be confined only within the respective assigned areas of work.
 11. The Company shall immediately replace any security personnel whose deployment in the Embassy is found prejudicial to its interests. The Embassy may ban said personnel from entering its premises.
 12. The Company shall always enforce strict discipline among its security personnel and show courtesy towards the Embassy personnel and clientele.
 13. The Company shall hold the Embassy free from any claim or liability or action filed by the Company's personnel where the Embassy is made a co-respondent/defendant.
 14. There shall be no employer-employee relationship between the Embassy and the security personnel deployed by the Company.
 15. The contract shall cover a period of one (1) year.
 16. The Company shall ensure that security personnel are deployed at the Embassy during the hours required in the TOR.

C. Scope of Work of Security Personnel

The Company shall provide the required quality of security personnel and

services, such as, but not limited to, the following:

1. Deploy trained and qualified security personnel to the Embassy.
2. Protect the properties and other proprietary interests of the Embassy against theft, robbery, arson, trespass, espionage, sabotage, riot, insurrection, destruction or damage, and other wrongful and/or unlawful acts.
3. Ensure public orderliness and security in the lobby and exterior frontage by monitoring access to the building of bona fide applicants and visitors.
4. Refuse entry of or respond to any incident involving suspected wrongdoers.
5. Manage the flow of traffic of applicants and visitors in the Embassy.
6. Implement regulations, rules, guidelines, and policies laid down by the Embassy in pursuit of its operation.
7. Regulate the entry of people and parking of vehicles in front of the Embassy, monitor/receive deliveries within the Embassy, and implement a log of visitors in the Embassy.
8. Secure the premises from unauthorized persons found loitering or engaging in unauthorized or unlawful activities within the Embassy.
9. Report any incident and/or observation that takes place within the Chancery, and
10. Provide assistance and submit spot reports in emergency situations such as accidents, fires, unruly applicants, protest actions, and rallies.

D. Schedule of Requirements

The required personnel shall be made available and ready to render services at the Embassy on the first day the Contract takes effect.

III. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is **Forty-Four Million Korean Won** (KRW 44,000,000), inclusive of all applicable fees.

IV. CONTRACT DURATION

The Contract is for a period of twelve (12) months, starting 01 April 2026 to 31 March 2027.

V. TERMS OF PAYMENT

- A. The company shall submit monthly billings.
- B. Payments shall be made within thirty (30) calendar days upon receipt of the monthly invoice with complete requirements.
- C. The bid price shall cover all necessary taxes, stamp duties, license fees, and other levies imposed for the completion of the Contract.