



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 official gifts of the Embassy for the 2025 Seollal, 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 Sunday, 19 January 2025, at 5:00 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 January 2025

**PROCUREMENT OF OFFICIAL GIFTS OF THE EMBASSY  
FOR THE 2025 SEOLLAL**

**Terms of Reference**

The Embassy of the Philippines intends to procure Philippine-made liquor from a reputable Company or authorized resellers as gifts for the Embassy's stakeholders during the 2025 Seollal.

**I. Scope of Work**

The Company shall be in charge of supplying the Philippine-made liquor and delivering each bottle to the address of the intended recipients, which the Embassy will provide.

**II. Specification**

- a. The Embassy shall procure at least 60 bottles of Philippine-made liquor with the following specifications:

<b>Volume Size</b>	750ml
<b>Alcohol Content</b>	40% (+/- 5%)
<b>Category</b>	Rum
<b>Style</b>	Dark Rum

- b. The liquor should be made in the Philippines  
c. Expiration dates for the liquor should be at least 6 months from the date of delivery.  
d. Gift box packaging should be included.

**III. Submission**

Quotations of interested Companies should contain the following:

- a. Cost per bottle  
b. Delivery cost (if separate charge)  
c. Proposed Philippine-made liquor brand

**IV. Deliverables**

- a. The Company shall supply and deliver at least 60 bottles of Philippine-made liquor meeting the specifications set in Section II. The delivery address for each of the intended recipients will be provided by the Embassy  
b. Delivery of the Philippine-made liquor shall be completed on or before 07 February 2025.

**V. Terms of Payment**

Payment will be made through a bank transfer within seven (7) working days of the complete delivery of 60 bottles of Philippine-made liquor.