



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 the supply and delivery of Embassy Commemorative Rollerball Pens as tokens during official events, 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 Saturday, 14 June 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and address it 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 and ext. 141 for Hangul.

The Embassy of the Philippines
Seoul, Republic of South Korea

11 June 2025

SUPPLY AND DELIVERY OF EMBASSY COMMEMORATIVE ROLLERBALL PENS AS TOKENS DURING OFFICIAL EVENTS

TERMS OF REFERENCE

The Embassy of the Philippines needs to procure rollerball pens with monochromatic printing from a qualified and competent Company as one of the tokens for Embassy guests during official events.

I. Scope of Work

The Company shall supply and deliver rollerball pens with monochromatic printing (white color against dark background) based on the technical specifications provided by the Embassy.

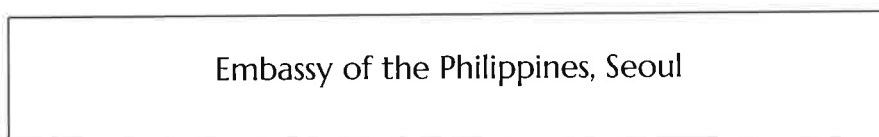
II. Specification

<i>Size</i>	Height: 0.47 mm Width: 0.47 mm Length: 5.51 mm Weight: 0.5 grams (approx.)
<i>Color</i>	Dark Blue / Navy Blue
<i>Housing Material</i>	<ul style="list-style-type: none">• Impact-resistant plastic
<i>Features</i>	<ul style="list-style-type: none">• With clip• With ergonomically shaped grip surface• With replaceable ink cartridge, the following ink colors should be available: black, blue and red.

III. Printing of Text Logo

The Company shall put the logo, via white monochromatic printing, on the rollerball pen. The Company shall recommend the ideal size/dimensions of the logo, which shall be approved by the Embassy prior to production.

For reference, below is the design of the logo:



IV. Deliverables

- The Company shall supply and deliver **fifty (50) pieces** of the rollerball pens to the Embassy **on or before 20 June 2025**.
- The delivery location of the rollerball pens is Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

V. *Terms of Payment*

- A. Payment shall be made through bank transfer within seven (7) working days upon delivery of 50 pieces of rollerball pens and receipt of invoice.