



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 Incheon 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 for the submission of quotations is Thursday, 17 July 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com) and attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines  
Seoul, Republic of South Korea

14 July 2025

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

## Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company for the provision of transportation services (vehicle rental with driver) in Incheon for the Philippine Delegation attending the APEC Third Senior Officials' Meeting (SOM3) and related meetings in Incheon on 26 July to 15 August 2025

### **I. Scope of Work**

The Embassy shall require a van with a driver for the members of the Philippine Delegation attending APEC SOM3 in Incheon from 26 July to 16 August 2025.

Below are the details of the hotel accommodations of the Philippine Delegation, and the meeting venue for APEC SOM3:

#### Hotel Accommodations

- Bridge Hotel (233 Convensia-daero, Yeonsu-gu, Incheon) (from 25 July to 09 August 2025)
- Holiday Inn Incheon Songdo (231 Incheon Tower-daero, Yeonsu-gu, Incheon) (from 09 to 16 August 2025)

#### Meeting Locations

- Songdo Convensia (123 Central-ro, Yeonsu-gu, Incheon)
- Note: Other meeting locations may be added

#### Flight Details

- 25 July 2025 (Friday)  
Arrival (*complete flight details will be provided after awarding the contract*)
- 16 August 2025 (Saturday)  
Departure (*complete flight details will be provided after awarding the contract*)

The quotation should include driver, insurance coverage, fuel replenishment cost, and parking fees.

The required services are as follows:

No.	Date	Type of Service	Arrival / Departure	Flight Details	No. of pax	Requirements
1	25 July 2025 (Friday)	Airport Transfer	Arrival	To be provided after awarding	To be provided after awarding	Van with English-speaking driver

				the contract	the contract	
2	10 to 16 July 2025 (7 days)	Daily Rental	N/A	N/A	To be provided after awarding the contract	Van with English-speaking driver
3	16 August 2025 (Saturday)	Airport Transfer	Departure	To be provided after awarding the contract	To be provided after awarding the contract	Van with English-speaking driver

Below is the summary of required transportation services

No.	Service	Type of Vehicle	Remarks
1	Airport Transfer (Arrival)	Van	One airport transfer
2	Daily Rental	Van	For seven days
3	Airport Transfer (Departure)	Van	One airport transfer

## **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 without delay.
- B. The assigned vehicle should be from the year 2020 and 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**

While awaiting confirmation of the size of the Philippine Delegation, the Embassy will need one (1) van. The Company may recommend an appropriate vehicle type.

## **IV. Terms of Payment**

Payment shall be made within seven (7) days after fulfillment of the contract via bank deposit.