



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 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 Wednesday, 21 May 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 telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of South Korea

19 May 2025

PROCUREMENT OF CONTRACT FOR TRANSPORTATION SERVICES (VEHICLE RENTAL WITH DRIVER) IN BUSAN 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 Busan for the transportation of the Philippine Embassy officials attending the various official activities in Busan from 23 and 24 May 2025.

I. Scope of Work

The Embassy shall require a vehicle with a driver for the Philippine Embassy officials (3 persons) attending various official activities in Busan from 23 and 24 May 2025.

Below is the draft travel itinerary containing pertinent details:

No.	Date	Time	Type of Service	Activity / Destination	No. of Passengers
1	23 May Friday	10:02 AM	Daily Rental	Pick-up at Busan Station KTX No.11 Depart from Seoul Station at 7:27 AM	3 pax.
2		10:12 AM		Depart for Busan University of Foreign Studies (BUFS) Address: 65 Geumsaem-ro 485beon-gil, Geumjeong-gu, Busan	
3		10:52 AM		Arrive at BUFS	
4		11:30 AM – 12:00 NN		BUFS PSP Signing Ceremony	3 – 4 pax.
5		12:10 PM to 1:40 PM		Luncheon at Restaurant (TBC) nearby the BUFS	
6		1:45 PM		Depart Restaurant for ASEAN-Culture House (ACH) Address: (48108) 부	

				산광역시 해운대구 좌동로162 162 Jwadong-ro, Haeundae-gu, Busan, 48108	
7		2:45 PM		Arrive at ACH	3 pax.
8		2:50 PM – 3:20 PM		Meeting with ACH Officials	
9		3:25 PM		Depart for Busan Station	
10		4:15 PM		Arrive at Busan Station	
11		4:29 PM		Depart Busan for Seoul KTX No. 094 Arrive Seoul Station at 7:14 PM	
12		4:30 PM		Depart Busan Station for Haeundae Centum Hotel. Address: 20 Centum 3-ro, Haeundau-gu, Busan	
13		5:30 PM		Arrive at Haeundae Centum Hotel	
				End of Rented Van Service (Estimate: 9 Hours)	
14	24 May Saturday	10:30 AM	Daily Rental	Pick-up at Haeundae Centum Hotel. Address: 20 Centum 3-ro, Haeundau-gu, Busan	2 pax with luggage
15		10:45 AM		Depart for Busan Cinema Center,	

				Centum City	
16		11:00 AM		Busan Global Gathering 2025, Busan Cinema Center	
17		PM		Ocular and Visit to the BIFF, APEC House among other venues / stakeholders.	
18		6:00 PM		Depart for Busan Station KTX- TBC	
19		7:00 PM		Arrive at Busan Station	
				Depart for Seoul Station KTX - TBC	
				End of Rented Van Service (Estimate: 9 Hours)	

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

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 delays.
- B. The assigned vehicle shall include a driver who can preferably speak the English language.
- C. The assigned vehicle should be of the year 2020 and onwards.
- D. The Embassy is not liable for the maintenance of the company's vehicles. The Company shall be responsible for the maintenance of its vehicle.

III. Vehicle Specifications

Based on the number of people, the Embassy will need one (1) van to comfortably seat the Philippine Embassy officials (3 persons).

IV. Terms of Payment

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