



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 short-term lease of holding room in Busan for the Philippine Delegation during the Filipino community event on 30 October 2025, 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 on Wednesday, 22 October 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 the telephone number (02)788-2100~2101 ext. 142 for English language speakers or ext. 141 for Korean language speakers.

The Embassy of the Philippines
Seoul, Republic of South Korea

17 October 2025

PROCUREMENT OF A CONTRACT FOR SHORT-TERM LEASE OF HOLDING ROOM IN BUSAN FOR THE PHILIPPINE DELEGATION DURING THE FILIPINO COMMUNITY EVENT ON 30 OCTOBER 2025

Terms of Reference

I. Event Details

- a. Venue: Grand Ballroom, Wyndham Grand Busan
- b. Time: 4:00 PM until 9:00 PM
- c. Date: 30 October 2025 (Thursday)

II. Scope of Work

No.	Type of Room	Size (in sqm)	Number of Required Rooms	Date of Use	Other Required Amenities
1	At least a Standard-type Room	At least 100	Two (2)	31 October until 02 November 2025	Unlimited internet connection, outlets (for rented office equipment), provision of tables and chairs

III. Approved Budget for the Contract

The Approved Budget for the Contract is **Two Million Five Hundred Thousand Korean Won (KRW 2,500,000)**, inclusive of all applicable fees.

IV. Terms of Payment

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