



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 short-term contract for one (1) interpreter during APEC Economic Leaders' Week, 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 SHORT-TERM CONTRACT FOR ONE (1) INTERPRETER DURING APEC ECONOMIC LEADERS' WEEK

Terms of Reference

I. Scope of Work

The Embassy shall hire an interpreter with the following scope of work:

Primary

- a. Round-the-clock close coordination between the Embassy's and the Philippine Delegation's Transportation Officer and the assigned drivers of rented vehicles assigned to the Philippine Delegation – this is to avoid delays during the ground movement of Presidential convoys and attendance of Philippine Delegation officials and members to official meeting venues and events;
- b. Augment the Embassy's pool of interpreters, focusing on the administrative component during the event, such as but not limited to immediate coordination with Korean-speaking suppliers, an interpreter for the Embassy's secretariat and transportation desk in Busan,

Secondary

- a. Assist the Embassy and the members of the Philippine Delegation dealing with its Korean counterparts during the APEC Economic Leaders week in Gyeongju and Busan;
- b. Assist the spouses and accompanying guests of the Philippine Delegation in its sideline activities;
- c. Consecutive interpretation during official events and meetings, as needed; and
- d. Other interpretation services as required by the Embassy.

II. Schedule

- Duration: 28 October to 02 November 2025
- Schedule: At least 6 hours per day, no definite schedule
- Call time: 08:00 AM (Embassy Secretariat in Busan, confirmed location to be shared after awarding the contract)

III. Qualifications

- a. Proficient in English, both written and verbal.
- b. Ability to cope with pressure and work in a multicultural environment.
- c. Carry out any other duties as may be assigned.

IV. *Approved Budget for the Contract*

The Approved Budget for the Contract is **Seven Million Five Hundred Thousand Korean Won (KRW 7,500,000)**, inclusive of all applicable fees.

V. *Terms of Payment*

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