



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 lease of office equipment for the Philippine Delegation Secretariat 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 LEASE OF OFFICE EQUIPMENT FOR THE PHILIPPINE DELEGATION SECRETARIAT DURING APEC ECONOMIC LEADERS' WEEK**

## **Terms of Reference**

### **I. Rental Schedule Detail**

- a. Date: 25 October to 02 November 2025
- b. Location: Gyeongju and Busan (exact location to be shared after awarding the contract)

### **II. Scope of Work**

The Supplier shall be responsible for the following:

- a. To provide the necessary rented office equipment for the Secretariat
- b. To deliver, set up, and pack up the rented equipment after the contract has been included
- c. To provide troubleshooting service as needed

### **III. Deliverables**

- a. One (1) Multifunctional Photocopier – has scanner, printer, and copier functions
- b. One (1) Heavy Duty Shredder

### **IV. Schedule of Ingress and Egress**

The Supplier shall follow the following schedule:

- a. Ingress / Set up – 25 September 2025 (Saturday), 11:00 AM
- b. Egress / Pick up – 02 November 2025 (Sunday), after 12:00 PM

### **V. *Approved Budget for the Contract***

The Approved Budget for the Contract is **One Million Six Hundred Thousand Korean Won** (KRW 1,600,000), inclusive of all applicable fees.

### **VI. *Terms of Payment***

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