



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 Philippine Delegation Secretariat Room in Gyeongju (*near the Hwabaek International Convention Center*) 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 CONTRACT FOR SHORT-TERM LEASE OF  
PHILIPPINE DELEGATION SECRETARIAT ROOM IN GYEONGJU  
(NEAR THE HWABAEC INTERNATIONAL CONVENTION CENTER)  
DURING APEC ECONOMIC LEADERS' WEEK**

**Terms of Reference**

**I. Scope of Work**

No.	Type of Room	Size (in sqm)	Number of Required Rooms	Date of Use	Other Required Amenities
1	Lecture Room	At least 68	One (1)	25 October until 01 November 2025	Unlimited internet connection, outlets (for rented office equipment), provision of tables and chairs
2	Standard-type Room	At least 21	Two (2)	27 October until 02 November 2025	Unlimited internet connection, provision of at least one (1) bed, dedicated toilet and bath,

**II. Approved Budget for the Contract**

The Approved Budget for the Contract is **Four Million Korean Won (KRW 4,000,000)**, inclusive of all applicable fees.

**III. Terms of Payment**

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