



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 contract for supply and delivery of medium-scale floral arrangements for the Ramon Magsaysay Awards Foundation Events on 22 and 23 April 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 on **Annex A**.

The last day for the submission of quotations is on Wednesday, 16 April 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com) and address it to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100/2101 ext. 142 for English, and ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

14 April 2025

# SUPPLY AND DELIVERY OF MEDIUM-SCALE FLORAL ARRANGEMENTS FOR THE RAMON MAGSAYSAY AWARDS FOUNDATION EVENTS ON 22 AND 23 APRIL 2025

## TERMS OF REFERENCE

The Embassy of the Philippines needs to procure medium-scale floral arrangements for the Ramon Magsaysay Awards Foundation (RMAF) events on 22 and 23 April 2025.

### **I. Scope of Work**

The Company shall supply and deliver medium-scale floral arrangements for the two (2) RMAF events on 22 and 23 April 2025.

### **II. Specification**

<i>Pot Size</i>	At least 55 cm height
<i>Floral Type</i>	Orchids or other types are acceptable for events
<i>Color</i>	Any color except white
<i>Other Requirements</i>	Printing of Ribbon with Text:  Text A - "Magsaysay Legacy Exchange – South Korea: Leaders, NextGen, and Friendship Laureate Reunion"  Text B - "Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age"  <i>Note: Final text may still change after awarding of contract</i>

### **III. Deliverables**

A. The Company shall supply and deliver the floral arrangements for the following events:

i. Event Name : **Laureate Reunion and Reception**

1. Date: 22 April 2025 (Tuesday)
2. Venue: To be confirmed after awarding the contract (within Seoul)
3. Delivery Time: 1300H (1:00 PM), depending on the agreement between the Embassy and the Company after awarding the contract
4. Number of floral arrangements for delivery: at least five (5) pieces
5. Ribbon text: Text A - "Magsaysay Legacy Exchange – South Korea: Leaders, NextGen, and Friendship Laureate Reunion"

ii. Event Name : **"Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age" Youth Dialogue and Reception**

1. Date: 23 April 2025 (Wednesday)
2. Venue: Philippine Embassy
3. Delivery time: 1300H (1:00 PM), depending on the agreement between the Embassy and the Company after awarding the

contract

4. Number of floral arrangements for delivery: at least two (2) pieces
5. Ribbon Text: Text B - "Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age"

**IV. Terms of Payment**

- A. Payment shall be made through bank transfer within seven (7) working days upon delivery of seven (7) medium-scale floral arrangements.