



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 short-term contract for one (1) interpreter 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 in **Annex A**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Wednesday, 16 April 2025, at 5:00 p.m.

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 Korea
13 April 2025

PROCUREMENT OF SHORT-TERM CONTRACT FOR ONE (1) INTERPRETER FOR THE RAMON MAGSAYSAY AWARDS FOUNDATION (RMAF) EVENTS ON 22 AND 23 APRIL 2025

Terms of Reference

The Embassy of the Philippines intends to hire a competent Interpreter to serve as the bilingual master of ceremonies during the Ramon Magsaysay Awards Foundation (RMAF) events on 22 and 23 April 2025.

I. Objective

To engage the services of a reputable Interpreter as the bilingual master of ceremonies during the two (2) RMAF events on 22 and 23 April 2025.

II. Scope of Work

During the launch, the Interpreter will be responsible for the following tasks, delivering in both English and Korean:

- A. Welcoming the attendees, distinguished guests, and other participants.
- B. Introducing speakers and providing a brief background to build anticipation and create a smooth transition between different segments of the event.
- C. Maintaining energy and engagement, ensuring that the audience remains involved throughout the event.
- D. Ensuring a seamless transition from one segment to another.
- E. In case of unforeseen circumstances or technical difficulties, the Interpreter shall maintain composure and handle the situation professionally. They may engage the audience or make appropriate announcements to keep everyone informed.
- F. Wrapping up the event by thanking the attendees, speakers, and organizers.

III. Event Details

The Embassy shall hire one (1) Seoul-based interpreter (with expertise in consecutive interpretation) for the following events of the Embassy:

- A. **Event Name : Laureate Reunion and Reception**
 - i. Date: 22 April 2025 (Tuesday)
 - ii. Venue: To be confirmed after awarding the contract (within Seoul)
 - iii. Time: 1400H-1700H
 - iv. Number of Attendees: 80 pax

- B. **Event Name : “Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age” Youth Dialogue and Reception**
 - i. Date: 23 April 2025 (Wednesday)

- ii. Venue: Sentro Rizal Hall and Conference Room, Philippine Embassy
- iii. Time: 1400H-1700H
- iv. Number of Attendees: 80 pax

IV. Qualifications

- A. Strong stage presence
- B. Punctual time management
- C. Impressive professional communication skills
- D. Composed demeanor
- E. Experienced in leading both formal and informal ceremonies
- F. Excellent spoken English and Korean skills
- G. Ability to work under tight deadlines

V. Terms of Payment

Full payment within seven (7) days after fulfillment of the contract via bank deposit.