



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 official gifts of the Embassy for the 2025 Chuseok, 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 Saturday, 27 September 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

22 September 2025

# PROCUREMENT OF OFFICIAL GIFTS OF THE EMBASSY FOR THE 2025 CHUSEOK

## Terms of Reference

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

The Company shall be responsible for supplying Chuseok gift boxes containing Philippine-made products, including delivery of each gift box to the address of the intended recipients, which the Embassy will provide.

### ***II. Specification***

- a. The Embassy shall procure forty boxes of Gift Box A and one box of Gift Box B. The contents of the gift boxes are as follows:

Gift Box A	Gift Box B
Philippine-made liqueur	Two (2) packs of peanuts (any flavor) Two (2) packs of dried mangoes Three (3) packs of plain or flavored crackers Three (3) packs of cream-filled cracker sandwiches (any flavor)

- b. All gift box contents or items should be made in the Philippines.  
c. Expiration dates for the items should be at least six (6) months from the date of delivery.  
d. Gift box packaging should be included

### ***III. Submission***

Quotations of interested Companies should contain the following:

- a. Cost for each gift box A and B  
b. Delivery cost (if separate charge)  
c. Proposed Philippine-made items for each gift box option

### ***IV. Deliverables***

- a. The Company shall supply and deliver at least forty boxes of Gift Box A and one box of Gift Box B, containing Philippine-made items. The delivery address for each intended recipient will be provided by the Embassy.  
b. Delivery of the gift boxes shall be completed on or before 13 October 2025.

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

The Approved Budget for the Contract is One Million Three Hundred Thousand Korean Won (KRW 1,300,000), inclusive of delivery and other applicable fees.

**VI. *Terms of Payment***

Payment will be made through a bank transfer within seven (7) working days of complete delivery of the gift boxes.