



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 transportation services (vehicle rental with driver) in Seoul for official use of the Embassy, 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 Friday, 19 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

15 September 2025

**PROCUREMENT OF A CONTRACT FOR TRANSPORTATION SERVICES
(VEHICLE RENTAL WITH DRIVER) IN SEOUL FOR OFFICIAL USE OF THE
EMBASSY**

Terms of Reference

I. Scope of Work

The Embassy shall require a large van with a driver for the members of the Philippine Delegation attending the 21st Asia Pacific Parliamentarians Conference on Environment and Development (21st APPCED) in Seoul from 22 to 25 September 2025.

Below are the details of the hotel accommodations of the Philippine Delegation, and the meeting venue for the 21st APPCED:

Hotel Accommodations

- Conrad Seoul (10 Gukjegeumyung-ro, Yeongdeungpo District, Seoul)

Meeting Locations

- Conrad Seoul
- National Assembly (1 Uisadang-daero, Yeongdeungpo District, Seoul)
- Note: Other meeting locations may be added

Flight Details

- 22 September 2025 (Monday)
Arrival – ETA 0815H (08:15 AM) via KE 620, Incheon International Airport Terminal 2
- 25 September 2025 (Thursday)
Departure – ETD 0935H (09:35 AM) via KE 723, Incheon International Airport Terminal 2

The quotation should include driver, insurance coverage, fuel replenishment cost, and parking fees.

The required services are as follows:

No.	Date	Type of Service	Arrival / Departure	Flight Details	No. of pax	Requirements
1	22 September 2025 (Monday)	Airport Transfer	Arrival	ETA 0815H (08:15 AM) via KE 620, Incheon International Airport Terminal 2	8	Large Van with English-speaking driver
2	22 to 24 September 2025 (3 days)	Daily Rental	N/A	N/A	8	Large Van with English-speaking driver

3	25 September 2025 (Thursday)	Airport Transfer	Departure	ETD 0935H (09:35 AM) via KE 723, Incheon International Airport Terminal 2	8	Large Van with English-speaking driver
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Below is the summary of required transportation services

No.	Service	Type of Vehicle	Remarks
1	Airport Transfer (Arrival)	Large Van	One airport transfer
2	Daily Rental	Large Van	For three days
3	Airport Transfer (Departure)	Large Van	One airport transfer

II. Expected Deliverables

- A. The Company shall ensure that the vehicle assigned to the Embassy is in excellent condition. However, if the vehicle breaks down, the Company will arrange for its immediate replacement without delay.
- B. The assigned vehicle should be from the year 2020 onwards.
- C. The Embassy is not responsible for maintaining the company's vehicles. The Company shall be responsible for maintaining its vehicle.

III. Vehicle Specifications

Based on the number of confirmed members of the Philippine Delegation, the Embassy will need one (1) large van which can comfortably seat eight persons. The Company may recommend an appropriate vehicle type.

IV. Approved Budget for the Contract

The Approved Budget for the Contract is **Two Million Korean Won (KRW 2,000,0000)**, inclusive of all applicable fees.

V. Terms of Payment

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