



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 Busan 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 Thursday, 25 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

20 September 2025

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

Terms of Reference

I. Scope of Work

The Embassy shall require vehicles for officials from the Philippine Embassy and the Office of Presidential Protocol for the following events:

Date	Event	Office	Delegation Size
26 to 27 September 2025	Navy Fleet Review	Philippine Embassy	One
29 September 2025	2 nd Advance Visit for APEC Economic Leaders and Ministers Week	Office of the Presidential Protocol Philippine Embassy	Eight

Other pertinent details are as follows:

For the Navy Fleet Review

Hotel Accommodations

- Best Western Hotel Haeundae (42 Gunam-ro, Haeundae-gu, Busan)

Meeting Locations

- COMROKFLT
- Note: Other meeting locations may be added

KTX Train Schedules

- 26 September 2025 (Friday)
Seoul to Busan, ETA 0843H (08:43AM) via KTX005
- 27 September 2025 (Saturday)
Busan to Seoul, ETD 21:00H (09:00PM) via KTX066

**For the 2nd Advance Visit for APEC Economic Leaders and Ministers
Week**

Hotel Accommodations

- Sono Moon Haeundae Hotel (12 Haeundaehaebyeon-ro 237beon-gil, Haeundae-gu, Busan)

Meeting Locations

- Wyndham Grand Busan (27 Deungdae-r, Seo-gu, Busan)
- UN Memorial Cemetery in Korea (93 UN pyeonghwa-ro, Nam-gu, Busan)
- Signiel Hotel Busan (30 Dalmaji-gil, Haeundae-gu, Busan)
- Note: Other meeting locations may be added

Flight Schedule

- 29 September 2025 (Monday)
Arrival via KE 1403 at 0930H (9:30 AM) at Gimhae Airport

KTX Train Schedules

- 29 September 2025 (Monday)
Seoul to Busan via KTX 015, ETA 1046H (10:46 AM)

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	26 to 27 September 2025 (2 days)	Daily Rental	N/A	N/A	1	Van with English-speaking driver
2	29 September 2025 (1 day)	Daily Rental with airport transfer	Arrival	KE 1403 at 0930H (9:30 AM) at Gimhae Airport	8	Large Van with English-speaking driver

Below is the summary of required transportation services

No.	Service	Type of Vehicle	Remarks
1	Daily Rental	Van	For two days (during the Navy Fleet Review)
2	Daily Rental	Large Van	For one day (during the 2 nd Advance Visit for APEC Economic Leaders and Ministers Week)

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 an appropriate vehicle that can comfortably seat the delegation's size. The Company may recommend a proper vehicle type.

IV. *Approved Budget for the Contract*

The Approved Budget for the Contract is **One Million Five Hundred Thousand Korean Won** (KRW 1,500,000), 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.