



12 March 2025

INVITATION FOR PROPOSALS

The Philippine Department of Tourism-Korea requires a reliable logistics agency to manage shipment arrangements for the movement of personal effects from Seoul, Korea to Manila, Philippines by March 2025.

Interested companies may send quotations following the attached Terms of Reference on or before 17 March 2025, 10:00 PM to:

Philippine Department of Tourism-Korea
Suite 801, President Hotel, Euljiro 16
Jung-gu, Seoul 04533 Korea
Tel no: (02) 598-2290 Fax: (02) 318-0520
Email: pdot@philippinetourism.co.kr


JOHN TREXY N. NOVEROS
Foreign Tourism Officer
PDOT-Korea



TERMS OF REFERENCE

I. PROJECT: Shipment of Personal Effects from Seoul, Korea to Manila, Philippines

ITEM: Logistics/Shipment Agency

II. BACKGROUND

The Philippine Department of Tourism-Korea (PDOT-Korea) is seeking a reliable logistics/shipping agency to manage shipment arrangements from Seoul, Korea to Manila Philippines in line with the Special Order (SO) No. 2024-0275 on the crossposting of Tourism Director and Attaché Maria Corazon Jorda Apo.

III. PURPOSES/OBJECTIVES

DOT-Korea is in need of the services of a well-experienced professional logistics/shipment agency. An agency with previous experience/s with the Philippine Embassy or its attached agencies on similar projects in Korea will be an advantage.

IV. SCOPE OF WORK/DELIVERABLES

- Shipment: By Sea
- Service: Door to Door
- Volume: 30cbm into 1x20ft
- Origin: Hongjae-dong, Seodaemun-Gu, Seoul, Korea
- Destination: Quezon City, Manila, Philippines
- Packing Date: End of March 2025 (preferably 25 March or upon arrangement)
- Est Transit Time: 25 to 31 days including Sea Transit 5 to 7 days
- Other inclusions: Transportation in Korea and Philippines, Customs clearances, Terminal Handling Charges (THC) at origin and destination, normal Export Customs Clearance for used HHGs and personal effects, carton pre-delivery, supply of all required packing material, packing of loose and breakable articles, individual packing of paintings/pictures and mirrors, crating for TV, issuing a descriptive and numbered inventory list, aerial ladder truck or exterior lift, loading of HHGs and personal effects into a 1x20ft, delivery and unpacking of the items at the residence in the Philippines, reassembly and setting up of standard furniture upon arrival.

VI. TIME FRAME AND DOCUMENTARY REQUIREMENTS

All interested parties are to submit the following documents on or before **17 March 2025**.

1. Quotation
2. Company Registration
3. Company Profile

Time Frame:

- | | |
|------------------|---|
| - March 17, 2025 | Deadline for Submission of quotation |
| - March 17, 2025 | Evaluation of proposed quotations |
| - TBA | Issuance of Notice of Award and Notice to Proceed |

VI. BUDGET

The budget allocation for the event is **USD 11,500.00**

VIII. MODE OF PAYMENT

Payment of services will be based on agreed payment terms between PDOT-Korea and travel agency. Payment is to be released after the company's submission of the invoice with the corresponding deliverables and PDOT-Korea's issuance of certification that deliverables are complete and acceptable.