



EMBASSY OF DENMARK
Seoul



EUROPEAN UNION
DELEGATION TO
THE REPUBLIC OF KOREA



Embassy
of the Federal Republic of Germany
Seoul

Seoul, November 16, 2018

Call for tenders

The Delegation of the European Union, the Embassy of Denmark and the Embassy of the Federal Republic of Germany are planning to install a common reception desk servicing their visitors at the Seoul Square Building, 416 Hangang-daero, Jung-gu, Seoul 04637. In order to fill the position of the receptionist for the common reception desk, this call for tenders is published and we call on interested companies to take part and to hand in their offers including the requested information listed below. In order to facilitate the administrative proceedings for this call for tenders, please be informed that the **Embassy of the Federal Republic of Germany acts as the one-stop point** for all interested companies. This includes the administrative handling of this call for tenders and to be the sole contracting party for the offered position.

These are the necessary details for the tender preparation and the submission of the bid:

Location:

Seoul Square Building, 416 Hangang-daero, Jung-gu, Seoul 04637, Ground Floor

The desk with all the necessary circuit points will be provided by the Seoul Square administration.

Equipment :

A personal Computer or laptop, a telephone, an office chair and printer for the receptionist shall be provided by the company.

Position of the receptionist:

Working hours: **Monday to Thursday** 8 a.m. to 5.p.m., Breaktime 12.30 to 1 p.m

Friday 8 a.m. to 4 p.m., Breaktime 12.30 to 1 p.m.

Saturday and Sunday - off duty

During the break time the duties of the receptionist will be executed by the receptionist staff of the Seoul Square.

Working days a year: The regular week days with exception of some of the public holidays in Korea and eventual holidays of the Embassies. These holidays will be communicated to the contractor latest by 01 January each year.

Requirements for the position of the receptionist:

Please refer to the attached job description.

Requirements for the tenderer:

- Registered in Korea as an employment agency (evidence to be submitted)
- Having an experience of at least 5 years as employment agency
- Have at least three contracts for similar services during the last three financial years

Contract duration:

The contract will be concluded for one year and can be extended by mutual consent. The contract will be concluded between the service provider and the Embassy of the Federal Republic of Germany.

Please be informed that only submitted offers in English language are accepted. Questions regarding the bid and the listed conditions can be sent – only in English - to the following E-mail-address: vw-1@seou.diplo.de / vw-s1@seou.diplo.de

Incoming questions regarding the bid will be answered by e-mail and shared with the other tenderer.

Each offer shall include the following information:

- Monthly costs for the position of the receptionist
- Reference letters/ Information about the company/ Information about the training of the employees
- Curriculum Vitae of the proposed candidate. Tenderers are allowed to propose a maximum of three candidates.
- As part of the evaluation of the tender proposed candidate receptionists will be invited for an assessment interview with a selection board.

Deadline for the submission of offers is **December 7, 2018**. In addition the offer shall be sent in a sealed envelope and addressed to the following recipient:

Embassy of the Federal Republic of Germany

8th floor Seoul Square, 416 Hangang-daero, Jung-gu, Seoul 04637, Administration Section

Heading: Common European Desk

Job description receptionist Embassies reception desk

RECEPTION TASKS:

- Greet visitors professionally upon arrival and support them during the visit
- Issues building access cards for the elevators against ID card or passport
- Ensures the safety of ID cards and passports during the visits
- Provide information to visitors.
- Manage parking coupons to visitors
- Contact relevant Embassies or staff members upon arrival of visitors when required
- Ensure security of reception area at all times
- Coordinate when necessary with the Embassies and the management/security of SSQ

SECRETARIAL SUPPORT:

- Support the distribution and collection of mail
- Support the organisation of large events at the Embassies (such as conferences) by booking SSQ conference rooms, giving guidance to organizers and visitors, distributing documentation where required, organizing the cloakroom etc.

Formation/experience/qualities required

- Higher, non-university, education
- Preferably at least 3 years of proven working experience in related or similar positions
- Excellent command of Korean and English language, knowledge of other European languages is an advantage
- Capacity to communicate clearly and confidently in English
- Good knowledge of office IT applications (MS Office, internet)
- General understanding of the EU and its member states
- Capacity to adapt quickly to changing circumstances and needs
- Capacity to analyse and structure information
- Dynamic, proactive, able to take initiative, team player, client orientated