



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 contract for catering services for official activities 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 on **Annex A**.

The last day for submission of quotations is on Thursday, 06 April 2023 at 5:00 p.m. Interested suppliers may send their duly signed quotation at email address: **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

Should there be further inquiries, you may contact the Philippine Embassy at telephone number (02) 788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of Korea
04 April 2023

**CONTRACT FOR CATERING SERVICES FOR
OFFICIAL ACTIVITIES OF THE EMBASSY**
Terms of Reference

The Embassy of the Philippines wishes to engage the services of a reputable company to cater for the two (2) FOCUS Philippines events in April 2023.

I. Background

Philippine Food and Culture Promotions Program in South Korea (FOCUS Philippines) is a thrust of the Embassy which aims to promote Philippine Food and Culture in South Korea. The pilot events for this program are as follows:

a. Sit-Down Dinner with Korean Media Representatives

1. Date : 11 April 2023 (Tuesday)
2. Time : 6:30PM
3. Venue : Ambassador's Official Residence
4. Number of pax : 16 persons

b. Spring Cocktail with Korea-based Vloggers

1. Date : 22 April 2023 (Saturday)
2. Time : 5:30PM
3. Venue : Ambassador's Official Residence
4. Number of pax : 22 persons

II. Scope of Work

The Company will be in charge of the following:

- a. To prepare a recommended menu for the following:
 1. Sit-down Dinner
 - i. Trio of Appetizers (3 different appetizers in 1 dish)
 - ii. 1 main course dish (with rice and side dish)
 2. Cocktail
 - i. 4 main course dishes
 - ii. 2 desserts

The proposed menu should be composed of Filipino dishes.

- b. To prepare the dishes based on the recommended menu duly approved by the Embassy.
- c. To assist in the plating and set-up of food stations for the dinner and cocktail events.

The Embassy shall be in charge of the following:

- a. To provide an area where the Company can set-up/prepare the food for plating
- b. To provide the tableware (dishes, utensils and glassware) for the events.

III. Quality Assurance

The Company shall ensure that the quality and presentation of its catering is continuously monitored. Further, the Company must ensure that its menu options contain nutritious, high-quality ingredients and adequate quality measures are in place and enforced at all times.

IV. Approved Budget for the Contract

The Approved Budget for the Contract (ABC) is One Million Five Hundred Eighty Thousand Won (KRW 1,580,000), inclusive of all applicable fees and taxes.

V. Terms of Payment

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