



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 lease of venue for official event 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 the submission of quotations is on Thursday, 18 April 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at telephone number (02)788-2100/2101 ext. 142.

The Embassy of the Philippines
Seoul, Republic of South Korea

16 April 2024

PROCUREMENT OF CONTRACT FOR LEASE OF VENUE FOR OFFICIAL EVENT OF THE EMBASSY

Terms of Reference

The Embassy of the Philippines intends to lease a suitable venue and procure professional event management services for the Networking Dinner with Women Ambassadors in Korea on 19 April 2024.

I. Objective

To lease a suitable venue and ensure the procurement of professional event management services for the Networking Dinner with Women Ambassadors in Korea

II. Scope of Work

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate eighteen (18) persons and ensure the delivery of efficient and professional events management services.
- B. Provide customized course menu with drinks for cocktails and sit-down dinner (western menu).
- C. Provide audio visual equipment (e.g. screen and projector, microphones, etc.), and parking for guests.

III. Event Details

- A. Date : 19 April 2024
- B. Duration : 6:00 P.M. to 9:00 P.M.
- C. Number of persons : 18 persons (minimum)

IV. Terms of Payment

Full payment within seven (7) days after completion of the event via bank deposit.