



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 professional catering services for the opening reception of the Habi Exhibit, 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**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Sunday, 08 December 2024, at 5:00 p.m.

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 Korea
04 December 2024

PROFESSIONAL CATERING SERVICES FOR THE OPENING RECEPTION OF THE HABI EXHIBIT

Terms of Reference

The Philippine Embassy intends to engage the services of a reputable Supplier to provide professional catering services on 17 December 2024 for the opening reception of the Habi Exhibit, which will run from 17 to 21 December 2024.

I. Background

As part of the series of events commemorating the 75th anniversary of the establishment of diplomatic relations between the Philippines and Korea, the Embassy is organizing an exhibit on HABI featuring fibers such as “abaca” or Manila hemp, “piña” or pineapple fiber, and bamboo. The Embassy shall host an opening reception on 17 December 2024, attended by members of the diplomatic corps and the Korean fashion industry.

II. Opening Reception Details

An opening reception for the exhibit shall be held; below are the necessary details of the reception:

- a. Date: 17 December 2024 (Tuesday)
- b. Venue: TBC (within Jongno-gu, Seoul)
- c. Time: 1500H-1700H
- d. Number of Attendees: 60 pax
- e. Set-up: Standing Reception

III. Scope of Work

The Supplier shall be in charge of the following:

- a. Prepare a menu of canapes and hearty but light foods, including Hala-certified food and drinks for Muslim guests. The Embassy shall approve the final menu
- b. Provision of necessary tables and other furniture for the buffet table set-up and cocktail tables at the exhibit venue
- c. Provision of servers and cleaning personnel
- d. Provision of necessary tableware, cutlery, and cups

IV. Terms of Payment

The Embassy shall pay the Supplier within seven (7) days after fulfillment of the contract.