



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 banquet services for the 2024 Year-End Planning Conference and Fellowship, 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](mailto:seoulpe@philembassy-seoul.com), Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Sunday, 01 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  
28 November 2024

# PROCUREMENT OF CONTRACT FOR PROFESSIONAL BANQUET SERVICES FOR 2024 YEAR-END PLANNING CONFERENCE AND FELLOWSHIP

## Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company to provide professional banquet services, including a venue, for the 2024 Year End Planning Conference and Fellowship on 05 December 2024.

### 1. *Background*

The Embassy organizes an annual year-end planning conference attended by key Embassy personnel and Heads of Attached Agencies to discuss the following:

- a. To take stock of projects and accomplishments for the current calendar year
- b. To ensure that plans/activities/programs for the next year are coordinated and in sync with the representation of the Philippines' national interest
- c. To determine available and needed resources and administrative, operational, and logistical support to implement the work plan for 2025.

Meanwhile, the Fellowship, also an annual event, is an opportunity for the Embassy to gather and celebrate the holiday season, boost employee morale, strengthen team dynamics, show appreciation, and create a positive and engaging work environment.

### 2. *Scope of Work*

The Company shall undertake the following:

- a. Provide a suitable venue and ensure the delivery of efficient and professional events management services for the following events:
  - i. 2024 Year-End Planning Conference (hereinafter referred to as "Event A") (9:00 A.M. until 4:00 P.M.)
  - ii. Seoul PE Fellowship (hereinafter referred to as "Event B") (6:00 P.M. until 9:30 P.M.)
- b. Provide customized menu for sit-down lunch and coffee service for Event A and dinner buffet for Event B
- c. Provide audiovisual equipment (e.g., beam projector and screen, TV monitor display, microphones, etc.) and parking for participants.

### 3. *Event Details*

#### a. Event A

- i. Title: Year-End Planning Conference for Team PH in ROK

- ii. Duration: 9:00 A.M. until 4:00 P.M.
- iii. Ingress and Egress Time: 8:00 A.M. & until 5:00 P.M.
- iv. Number of Expected Participants: 21 persons

b. Event B

- i. Title: Seoul PE Family Fellowship
- ii. Duration: 6:00 P.M. until 9:30 P.M.
- iii. Ingress Time: 5:00 P.M.
- iv. Number of Expected Participants: 40 persons, but may increase on the day of the event

4. *Terms of Payment*

Payment will be made through bank transfer within seven (7) working days from the day of the event. The payment terms may be subject to negotiation and as the Philippine Procurement Law allows.