



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 ordering of Philippine Food for the 2024 ASEAN Committee in Seoul Family Day on 22 September 2024, 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**.

The last day for the submission of quotations is on Friday, 06 September 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

03 September 2024

# PHILIPPINE FOOD FOR THE 2024 ASEAN COMMITTEE IN SEOUL FAMILY DAY

## Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Caterer to prepare Filipino dishes to be served by the Embassy during the potluck lunch of 2024 ASEAN Committee in Seoul Family Day on 22 September 2024 (Sunday).

### *I. Background*

The Philippine Embassy, currently holding the ASEAN Committee in Seoul (ACS) Chairmanship for July to December 2024, will be organizing the 2024 ACS Family Day on 22 September 2024 (Sunday). The event will be attended by diplomats and family members of ASEAN member states, select members of ROK Ministry of Foreign Affairs, and ASEAN-Korea Center.

The ASEAN family day lunch is traditionally held as an opportunity for attendees to partake in regional cuisine, where each ASEAN Member States shall prepare and serve dishes common or known in their respective countries during the potluck lunch.

### *II. Event Details*

Details of the event is as follows:

- a. Date : 22 September 2024 (Sunday)
- b. Time : 8:00 AM until 5:00 PM
- c. Venue : Within Seoul
- d. Number of pax : 200 persons (maximum)

### *III. Scope of Work*

The Caterer shall prepare and cook the following dishes, which should be good for 50 persons:

- a. Lumpiang Shanghai (no pork)
- b. Chicken Inasal
- c. Pansit (any variety e.g. canton, bihon, etc.) (no pork)
- d. Biko
- e. Sapin-Sapin
- f. Turon

Furthermore, the Caterer shall package the above-listed dishes in either a disposable serving tray or a stainless serving tray, whichever is available, to make it presentable during the potluck lunch.

Depending on the agreement, the Caterer will ensure that the dishes will be available for pick-up at the agreed time on the day of the event.

### *IV. Terms of Payment*

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