



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 professional catering services for an 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 Saturday, 25 May 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

22 May 2024

PROFESSIONAL CATERING SERVICES FOR AN OFFICIAL EVENT OF THE EMBASSY

Terms of Reference

The Philippine Embassy intends to engage the services of a reputable Supplier to provide professional catering services on 28 May 2024 for an official event of the Embassy

I. Background

The Philippine Embassy, in collaboration with Korean Film Archive, shall organize a screening of classic Filipino films produced by LVN Pictures from 28 May to 12 June 2024. During the first day of screening, the Embassy shall host an opening reception on 28 May 2024, which will be attended by members of the diplomatic corps and Korean film industry.

II. Opening Reception Details

An opening reception for the screening shall be held, below are the necessary details of the reception:

- a. Date: 28 May 2024 (Thursday)
- b. Venue: Korean Film Archive, 400 Worldcupbuk-ro, Mapo-gu, Seoul
- c. Time: 1700H-1900H
- d. Number of Attendees: 40 pax
- e. Set-up: Standing Reception

III. Scope of Work

The Supplier shall be in charge of the following:

- a. Preparing a menu, composed of canapes and hearty but light foods, including Hala-certified food for Muslim guests, including drinks. The final menu shall be approved by the Embassy
- 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, cutleries and cups

IV. Terms of Payment

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