



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 the “Chocolatada” 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 in **Annex A**.

The last day for the submission of quotations is on Friday, 28 June 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto: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

25 June 2024

# PROFESSIONAL CATERING SERVICES FOR THE “CHOCOLATADA” 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 07 July 2024 for the “Chocolatada” event of the Embassy

### ***I. Background***

In celebration of World Chocolate Day and on the occasion of the 75<sup>th</sup> Anniversary of Philippines-Korea Diplomatic Relations, the Embassy, in partnership with The Chocolate Chamber of Cebu, will host a series of events featuring Philippine chocolates made from locally sourced cacao beans. The said events will be attended by members of the diplomatic corps, local media, and kitchen supply managers of hotel chains.

The event will open with “Chocolatada” on 07 July 2024, where Ms. Raquel Choa, the Chocolate Queen of Cebu, will present a diverse selection of chocolate creations rooted in a rich chocolate heritage and infused with carefully chosen delectable treats.

### ***II. Chocolatada Event Details***

- a. Date: 07 July 2024 (Sunday)
- b. Venue: Rakkojae Culture Lounge, Bukchon Hanok Village
- c. Time: 3:00 PM to 4:30 PM (*excluding ingress and egress schedule*)
- d. Number of Attendees: 35 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 Halal-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.