



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 lease of venue for the hosting of “Chocolatada” event, 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

# CONTRACT FOR LEASE OF VENUE FOR “CHOCOLATADA” EVENT

## Terms of Reference

The Embassy of the Philippines intends to lease a suitable venue for the “Chocolatada” event on 07 July 2024, which will be held in Seoul, Republic of Korea

### **I. Objective**

To lease a suitable venue for the hosting of “Chocolate Appreciation”, a food promotion event highlighting sustainable farming and chocolate-making practices for Filipino cacao and chocolates.

### **II. Venue Requirements**

The Embassy will need a venue with the following:

- a. Spacious venue which can accommodate up to thirty-five (35) guests for a standing reception/event;
- b. Allows a third-party professional caterer for the set-up of the venue, provision of food and beverages for the guests.

### **III. Event Details**

- a. Date : 07 July 2024 (Sunday)
- b. Duration: 3:00 PM to 4:30 PM (*excluding ingress and egress time*)
- c. Number of persons : 35 persons

### **I. Terms of Payment**

Full payment within seven (7) days after completion of the event via bank deposit.