



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 banquet 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 Monday, 05 August 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

01 August 2024

**PROCUREMENT OF CONTRACT FOR PROFESSIONAL BANQUET SERVICES
FOR AN OFFICIAL EVENT OF THE EMBASSY**

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company providing professional banquet services for the Philippine Foreign Affairs Secretary Enrique A. Manalo's meet and greet event with members of the Filipino Community in ROK on 08 August 2024.

I. Objective

To lease a suitable venue and ensure the procurement of professional banquet services for the meet and greet event with members of the Filipino Community in ROK.

II. Scope of Work

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate sixty (60) persons and ensure the delivery of efficient and professional banquet services, including provision of cocktail tables for guests.
- B. Provide customized menu for standing dinner reception.
- C. Provide audio visual equipment (e.g. screen and projector, microphones, etc.), centerpieces for each table, tables and chairs for registration, and parking for guests.

III. Event Details

- A. Date : 08 August 2024 (Thursday)
- B. Duration : 7:00 PM to 8:00 PM
- C. Number of persons : 60 persons

IV. Terms of Payment

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