



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 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

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 08 August 2024 for the Philippine Foreign Affairs Secretary Enrique A. Manalo's roundtable event at the Seoul National University.

I. Background

The Philippine Embassy, co-hosted by Seoul National University, shall organize a roundtable event on 08 August 2024, which will be attended by members of ASEAN Committee in Seoul and MOFA officials.

II. Event Details

a. Morning Snack

- i. Venue: Room 303, Seoul National University Asia Center
- ii. Time: 10:45 am until 12:10 pm
- iii. Number of Attendees: 40 pax
- iv. Set-up: pre-packed snacks with canned or bottled coffee

b. Standing Lunch Reception

- i. Venue: 6th floor Lounge, Seoul National University Asia Center
- ii. Time: 12:10 pm until 1:30 pm
- iii. Number of Attendees: 40 pax
- iv. Set-up: Standing Reception

III. Scope of Work

The Supplier shall be in charge of the following:

a. Morning Snack

- i. Prepare individually packed sandwiches and cookies, with canned or bottled coffee, and bottled waters for the participants. This Embassy will be in charge of distribution.

b. Standing Lunch Reception

- i. 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
- ii. Provision of necessary tables and other furniture for the buffet table set-up and cocktail tables at the exhibit venue
- iii. Provision of servers and cleaning personnel
- iv. 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.