



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 the "Chocolate Appreciation" 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 on **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** 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

**PROCUREMENT OF CONTRACT FOR PROFESSIONAL BANQUET SERVICES  
FOR THE “CHOCOLATE APPRECIATION” EVENT**

**Terms of Reference**

The Embassy of the Philippines intends to engage the services of a reputable Company providing professional banquet services for the “Chocolate Appreciation” event on 08 July, which will be held in Seoul, Republic of Korea.

**I. Objective**

To lease a suitable venue and ensure the procurement of professional banquet services for the hosting of “Chocolate Appreciation”.

**II. Venue Requirements**

The Embassy

- a. To provide a suitable venue that can accommodate thirty-five (35) persons and ensure the delivery of efficient and professional banquet services, including provision of afternoon tea set-up of chairs and tables for guests.
- b. To prepare a recommended menu for the four (4) course sit-down afternoon tea, to be approved by the Embassy. The proposed menu should be composed of Filipino dishes.

**III. Event Details**

- a. Date : 08 July 2024 (Monday)
- b. Duration: 3:00 PM to 4:30 PM
- c. Number of persons : 35 persons

**I. Terms of Payment**

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