



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 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 in **Annex A**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Sunday, 01 December 2024, at 5:00 p.m.

For further inquiries, please contact the Philippine Embassy at (02)788-2100~2101 ext. 142 for English speakers or ext. 141 for Korean speakers.

The Embassy of the Philippines
Seoul, Republic of Korea
25 November 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 that provides professional banquet services for a lunch meeting with the Vice Minister from the Ministry of Unification hosted by the Embassy on 04 December 2024.

I. Objective

To lease a suitable venue and ensure the procurement of professional banquet services for a luncheon meeting.

II. Scope of Work

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate fifteen (15) persons.
- B. Ensure the delivery of efficient and professional banquet services, including setting round tables and chairs.
- C. Prepare a 5-course set menu (*appetizer, soup, middle, main, dessert with coffee/tea*) for sit-down lunch and an alternative menu for guests with dietary restrictions (to be conveyed to the winning Company upon awarding *the Contract*). The Embassy shall approve the final menu.
- D. Provide audio-visual equipment (e.g., screen and projector, microphones, etc.), centerpieces for each table, and guest parking.

III. Event Details

- A. Date: 04 December 2024 (Wednesday)
- B. Duration: 12:00 PM to 2:00 PM
- C. Number of persons: 15 persons

IV. Terms of Payment

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