



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 master of ceremony during the launch of the 75th anniversary of the establishment of the diplomatic relations between the Republic of the Philippines and the Republic of Korea, 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, 26 February 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

19 February 2024

**PROCUREMENT OF CONTRACT FOR MASTER OF CEREMONY DURING THE
LAUNCH OF THE 75TH ANNIVERSARY OF THE ESTABLISHMENT OF THE
DIPLOMATIC RELATIONS BETWEEN THE REPUBLIC OF THE PHILIPPINES AND
THE REPUBLIC OF KOREA**

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Supplier as the master of ceremony during the launch of the 75th anniversary of the establishment of the diplomatic relations between the republic of the Philippines and the Republic of Korea on 05 March 2024.

I. Objective

To engage the services of a reputable Supplier as the master of ceremony during the launch of the 75th anniversary of the establishment of the diplomatic relations between the republic of the Philippines and the Republic of Korea

II. Scope of Work

During the launch, the Supplier will be responsible for the following, delivering in both English and Korean languages:

- A. Welcome the attendees, distinguished guests, and any other participants
- B. Introduces speakers, providing a brief background. They help build anticipation and create a smooth transition between different segments of the event.
- C. Maintain energy and engagement, ensuring that the audience remains engaged throughout the event.
- D. Ensure smooth transition from one segment to another
- E. In case of unforeseen circumstances or technical difficulties, the Supplier shall maintain its composure and handle the situation professionally. They may engage the audience or make appropriate announcements to keep everyone informed.
- F. To wrap up the event by thanking the attendees, speakers, performers, and organizers.

III. Event Details

- A. Date: 05 March 2024 (Tuesday)
- B. Location: Namsan I & II, Grand Hyatt Seoul (322 Sowol-ro, Yongsan-gu, Seoul)
- C. Program duration: 1830H to 1930H

IV. *Required Skills and Experience*

- A. Strong stage presence
- B. Punctual time management
- C. Impeccable professional communication skill
- D. Composed nature
- E. Experienced in guiding a formal and informal ceremony
- F. Excellent spoken English and Korean skills
- G. Ability to work in tight deadline

V. *Terms of Payment*

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