



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 lease of venue for 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 LEASE OF VENUE FOR 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 lease a suitable venue and procure professional event management services for 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 lease a suitable venue and ensure the procurement of professional event management services for 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

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate one hundred twenty (120) persons and ensure the delivery of efficient and professional events management services.
- B. Provide customized menu for standing dinner buffet.
- C. Provide audio visual equipment (e.g. screen and projector, microphones, etc.), and parking for guests.

III. Event Details

- A. Date : 05 March 2024 (Tuesday)
- B. Duration : 1800H to 2100H
- C. Number of persons : minimum of 120 persons

IV. Terms of Payment

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