Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BAGONG PILIPINAS

REQUEST FOR QUOTATION

The Philippine Embassy in Seoul, Republic of Korea, is inviting companies to submit quotations for its procurement of a contract for a master of ceremonies during the 127th Philippine National Day Reception on 23 June 2025, 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**. In addition to the quotation, interested suppliers should also submit an updated curriculum vitae and a file or link to sample hosting videos in English and Korean. Incomplete submissions (quotation without CV and sample video or vice versa) shall be ineligible.

The last day to submit quotations is Thursday, 12 June 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and attention to **Ms. Anna Gabriella E. Guinto**.

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

The Embassy of the Philippines
Seoul, Republic of South Korea

10 June 2025

80 Hoenamu-ro, Yongsan-gu, Seoul 04346, Republic of Korea
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PROCUREMENT OF A CONTRACT FOR A MASTER OF CEREMONIES DURING THE 127TH PHILIPPINE NATIONAL DAY RECEPTION ON 23 JUNE 2025

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Supplier as the master of ceremonies during the 127th Philippine National Day Reception on 23 June 2025 in Seoul.

I. Objective

To engage the services of a reputable Supplier to serve as the master of ceremonies during the 127th Philippine National Day Reception on 23 June 2025 in Seoul.

II. Scope of Work

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

A. Translate the English script, which will be provided by the Embassy, into Hangul/Korean. The translated script should be provided to the Embassy at least two (2) days before the scheduled technical rehearsal.
B. Welcome the distinguished guests and attendees
C. Keep energy high and engagement strong to ensure the audience stays involved throughout the event
D. Ensure a smooth transition from one segment to another
E. In the event of unforeseen circumstances or technical difficulties, the Supplier shall engage the audience or make appropriate announcements to keep everyone informed
F. Conclude the event by expressing gratitude to the attendees, performers, and organizers

III. Event Details

A. Date: 23 June 2025 (Monday)
B. Location: Jongo-gu, Seoul (to be confirmed after awarding the contract)
C. Program duration: 1800H to 2100H (*call time during the day of the event is 1700H)*
D. Number of guests: Two hundred fifty (250) persons

The Supplier will also be required to attend the technical rehearsal (approximately 1 hour long) of the Embassy. The confirmed schedule for this will be communicated to the Supplier after the contract is awarded.

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 under pressure

V. Submissions

Apart from the quotation, the Supplier shall submit the following:

A. Curriculum Vitae that includes work experience related to international and/or diplomatic events
B. File or link to sample videos of past projects. The video clip should be at least three minutes long, in both English and Korean, and clearly audible so that the Embassy can evaluate the Supplier/candidate.

VI. Terms of Payment

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