



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 a contract for professional catering 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**.

The last day to submit quotations is Sunday, 19 January 2025, at 5:00 p.m. Interested suppliers may send their duly signed quotations to **seoulpe@philembassy-seoul.com** and attention to **Ms. Anna Gabriella E. Guinto**.

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

The Embassy of the Philippines  
Seoul, Republic of South Korea

14 January 2025

# PROFESSIONAL CATERING SERVICES FOR AN OFFICIAL EVENT OF THE EMBASSY

## Terms of Reference

The Embassy of the Republic of the Philippines intends to engage the services of a reputable Supplier to provide professional catering services on 22 January 2025 for its hosting of the UNC Ambassadors Round Table.

### *I. Background*

The UNC, in coordination with the foreign missions of the member states, holds a regular Ambassadors Round Table meeting. Hosting of the meeting is on a rotation basis among member states. These meetings are attended by the Heads of Missions and Defense Attachés. For the month of January 2025, the Philippine Embassy was requested to host the next meeting, which is scheduled for 22 January 2025.

### *II. Event Details*

- a. Venue: Sentro Rizal Hall, 2F Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul
- b. Time: 1:30 PM until 3:00 PM
- c. Number of Attendees: 60 pax
- d. Set-up: pre-packed snack boxes and buffet

### *III. Scope of Work*

The Supplier shall be in charge of the following:

- a. Provision of hot coffee in the dispenser, good for 40 participants
- b. Prepare a menu of light sandwiches and pastries. The Embassy will approve the final menu.
- c. Prepare at least thirty (30) pre-packed snack boxes and at least forty (40) for a snack buffet. The contents of the pre-packed snack boxes and buffet should be the same.
- d. Deliver the snack boxes and food trays to the meeting venue by 12:00 PM of the event day, or as agreed upon by the Embassy and the Supplier.

### *IV. Terms of Payment*

The Embassy shall pay the Supplier within seven (7) days after fulfillment of the contract.