



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 hiring of a mobile coffee truck for the 2024 ASEAN Committee in Seoul Family Day on 22 September 2024, 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**. Aside from the quotation, interested suppliers are requested to **submit a copy of their valid Business Registration Certificate**. Incomplete submissions (*quotation without copy of a valid Business Registration Certificate or vice versa*) shall be considered ineligible.

The last day for the submission of quotations is on Thursday, 19 September 2024, at 5:00 p.m. Interested suppliers may send their duly signed proposals to [seoulpe@philembassy-seoul.com](mailto: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

15 September 2024

# HIRING OF MOBILE COFFEE TRUCK FOR THE 2024 ASEAN COMMITTEE IN SEOUL FAMILY DAY

## Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Supplier for the provision of coffee, tea, and other drinks via mobile truck, and food waste disposal management service during the 2024 ASEAN Committee in Seoul Family Day on 22 September 2024.

### *I. Background*

The Philippine Embassy, currently holding the ASEAN Committee in Seoul (ACS) Chairmanship from July to December 2024, will be organizing the 2024 ACS Family Day on 22 September 2024 (Sunday). The event will be attended by diplomats and family members of ASEAN member states, select members of ROK Ministry of Foreign Affairs, and ASEAN-Korea Center.

### *II. Event Details*

Event details are as follows:

a. Date	:	22 September 2024, Sunday
b. Time	:	8:00AM until 4:00PM
c. Venue	:	Within Seoul
d. Number of drinks	:	350 cups (maximum)

### *III. Scope of Work*

The Supplier shall be in charge of the following:

#### **On-Site Coffee Service**

##### Before the Event

- The Supplier shall apply for the necessary permit from the appropriate Local Gu Office to operate during the event
- The Embassy shall produce the stickers which the Supplier will affix on the coffee cup sleeves. These will be used during the day of the event.

##### During the Event

The Supplier shall prepare the necessary supplies for the distribution of drinks and ensuring that there are enough supplies to prepare and distribute 350 drinks.

#### **Food Waste Disposal Management Service**

The Supplier shall be in charge of the following:

- a. Provision of six (6) food waste buckets with cover, to be installed and ready by 9:00AM
- b. Designation of one (1) service personnel from 1:00PM until 5:00PM for the collection of food waste every hour, starting at 1:00PM or as needed/instructed by the Embassy
- c. Unlimited supply of Local Gu Office-accredited food trash bags during the event
- d. Hauling of food waste after the event

*IV. Beverage Menu*

The Supplier shall provide caffeine and non-caffeinated beverage options to the Embassy, and the latter shall select at least five (5) drinks menu, with cold and hot options for some selections, which will be served during the event.

*V. Terms of Payment*

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