



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 banquet services for the Ramon Magsaysay Awards Foundation (RMAF) Laureate, Exhibition and Reunion on 22 April 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**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention: Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Wednesday, 16 April 2025, at 5:00 p.m.

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 Korea
13 April 2025

PROFESSIONAL BANQUET SERVICES FOR THE RAMON MAGSAYSAY AWARDS FOUNDATION (RMAF) LAUREATE, EXHIBITION, AND REUNION ON 22 APRIL 2025

Terms of Reference

The Philippine Embassy intends to engage a reputable supplier for professional banquet services for the Ramon Magsaysay Awards Foundation (RMAF) Laureate and Reunion on 22 April 2025.

I. Background

In celebration of the 25th anniversary of the Emergent Leadership Award from the Ramon Magsaysay Awards Foundation (RMAF) and in recognition of the 75th anniversary of diplomatic relations between the Philippines and Korea, the Embassy is organizing a laureate reunion, exhibition and reception of the RMAF Laureates from ROK who have excelled in the fields of good health and well-being, peace, justice and strong institutions, reduced inequalities, gender equality, and quality education on 22 April 2025.

The event shall be attended by Magsaysay Laureates in ROK, members of the diplomatic corps, MOFA officials, and supporters.

II. Scope of Work

The Supplier shall undertake the following:

- A. Provide a suitable venue, including the necessary furniture, that can accommodate eighty (80) persons and ensure the delivery of efficient and professional event management services.
- B. Provide a customized menu for a standing cocktail buffet
- C. Provide audiovisual equipment (e.g. screen and projector, microphones, etc.), and parking for guests

III. Event Details

- A. Date : 22 April 2025 (Tuesday)
- B. Duration : 1400H to 1700H
- C. Number of persons : minimum of 80 persons

IV. Terms of Payment

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