



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 during the East Asian-Australasian Flyway Partnership (EAFP) World Migratory Bird Day Reception on 14 May 2026, 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 Monday, 13 April 2026, 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 and ext. 141 for Hangul.

The Embassy of the Philippines
Seoul, Republic of Korea
07 April 2026

PROFESSIONAL CATERING SERVICES DURING THE EAST ASIAN-AUSTRALASIAN FLYWAY PARTNERSHIP (EAFP) WORLD MIGRATORY BIRD DAY RECEPTION ON 14 MAY 2026

Terms of Reference

The Philippine Embassy intends to engage the services of a reputable Supplier to provide professional catering services on 14 May 2026 during the East Asian-Australasian Flyway Partnership (EAFP) World Migratory Bird Day Reception.

I. Event Details

Below are the details of the event:

- a. Date: 14 May 2026
- b. Venue: Sentro Rizal Hall, 2F Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul
- c. Time: 1830H to 2030H (6:30 PM to 8:30 PM). The ingress schedule may be discussed after the contract is awarded.
- d. Number of Attendees: 80 pax
- e. Set-up: Standing Reception

II. Scope of Work

The Supplier shall be in charge of the following:

- a. Prepare a cocktail dinner menu with hearty but light foods. The Embassy shall approve the final menu. **All dishes should be strictly Halal.** The menu should include the following:
 - i. Appetizer
 - ii. Main Dish/es
 - iii. Sandwiches
 - iv. Assorted Canapes
 - v. Dessert
 - vi. Beverage
 - vii. Coffee
- b. Provide tablecloths for the buffet table. The Embassy will provide the buffet tables.
- c. Provide servers and cleaning personnel
- d. Provide necessary tableware, cutlery, and cups (non-disposable type). The Supplier may wash its used tableware, cutlery, and cups in the pantry area of the 2F.
- e. Setting up and cleaning up the venue, including disposing of food waste, after the event.

III. Approved Budget for the Contract

The approved budget for the contract is **Two Million Eight Hundred Thousand Korean Won (KRW 2,800,000)** only, inclusive of all applicable fees.

IV. Terms of Payment

The Embassy shall pay the Supplier within ten (10) days after fulfillment of the contract and receipt of invoice.