



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 professional banquet 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**.

Interested suppliers may send their duly signed quotations to [seoulpe@philembassy-seoul.com](mailto:seoulpe@philembassy-seoul.com), Attention: Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Thursday, 27 March 2025, at 5:00 p.m.

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

The Embassy of the Philippines  
Seoul, Republic of Korea  
20 March 2025

# PROCUREMENT OF CONTRACT FOR PROFESSIONAL BANQUET SERVICES FOR AN OFFICIAL EVENT OF THE EMBASSY

## Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company that provides professional banquet services for a high-level investment and business dinner with the Special Assistant to the President for Investment and Economic Affairs, Secretary Frederick Go, and Korean counterparts (at C-suite level) hosted by the Embassy on 07 April 2025.

### ***I. Objective***

To lease a suitable venue and ensure the procurement of professional banquet services for a working dinner.

### ***II. Scope of Work***

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate at least thirty-two (32) persons.
- B. Ensure the delivery of efficient and professional banquet services, including setting round tables and chairs.
- C. Prepare a course set menu of at least five items, including an appetizer, soup, a palate-cleansing dish, a main course, dessert, and coffee or tea for a sit-down dinner, along with an alternative menu for guests with dietary restrictions (to be provided to the winning company upon contract award). The Embassy will approve the final menu.
- D. Provide audio-visual equipment (e.g., podium with microphone, screen and projector when required, wireless microphones, etc.), centerpieces for each table, and guest parking.

### ***III. Event Details***

- A. Date: 07 April 2025 (Monday)
- B. Duration: 7:30 PM to 9:00 PM
- C. Number of persons: 32 persons

### ***IV. Terms of Payment***

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