



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 the opening reception of the exhibition titled “Philippines-Korea: Enduring Friendship through Art” at the Philippine Showroom, 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 Thursday, 28 May 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
20 May 2026

PROFESSIONAL CATERING SERVICES FOR THE OPENING RECEPTION OF THE EXHIBITION TITLED “PHILIPPINES-KOREA: ENDURING FRIENDSHIP THROUGH ART” AT THE PHILIPPINE SHOWROOM

Terms of Reference

The Philippine Embassy intends to engage the services of a reputable Caterer for the opening reception of the exhibition titled “Philippines-Korea: Enduring Friendship through Art” at the Philippine Showroom, which will run from 04 to 07 June 2026.

I. Background

As part of the series of events celebrating the 128th Philippine National Day, the Philippine Embassy shall organize an exhibition titled “Philippines-Korea: Enduring Friendship through Art” featuring artworks by Filipino artists at the Philippine Showroom and shall host an opening reception on 04 June 2026, attended by members of the diplomatic corps and other stakeholders.

II. Opening Reception Details

An opening reception for the exhibit shall be held; below are the details of the reception:

- a. Date: 04 June 2026 (Thursday)
- b. Venue: Philippine Showroom, 1F Hotel President, Seoul
- c. Time: 1600H-1800H
- d. Number of Attendees: 75 pax
- e. Set-up: Standing Reception

III. Scope of Work

The Supplier shall be in charge of the following:

- a. Prepare a menu of canapes and hearty but light foods, including Hala-certified food and drinks for Muslim guests. The Embassy shall approve the final menu
- b. Provision of servers and cleaning personnel
- c. Provision of necessary disposable tableware, cutlery, and cups

IV. Terms of Payment

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