Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BAGONG PILIPINAS

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 "The March at Midnight" Exhibition by Andie Remulla, in commemoration of the Philippines' Chairship of the 49th ASEAN Summit, on 23 November 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**.

The last day to submit quotations is Tuesday, 17 November 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and attention to **Ms. Anna Gabriella E. Guinto**.

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 South Korea

15 November 2026

PROFESSIONAL CATERING SERVICES FOR THE OPENING RECEPTION OF THE "THE MARCH AT MIDNIGHT" EXHIBITION BY ANDIE REMULLA, IN COMMEMORATION OF THE PHILIPPINES' CHAIRSHIP OF THE 49TH ASEAN SUMMIT, ON 23 NOVEMBER 2026

Terms of Reference

The Embassy of the Philippines intends to engage a reputable Caterer to provide professional catering services on 23 November 2026 for the opening reception of "The March at Midnight" Exhibit, in commemoration of the Philippines' Chairship of the 49th ASEAN Summit.

I. Background

As part of the series of events commemorating the Philippines' Chairship of the 49th ASEAN Summit, the Embassy shall organize "The March at Midnight" Exhibition by Andie Remulla, from 23 to 27 November 2026. The exhibition will bring rarely seen underwater life, showcase Filipino creativity, and encourage greater appreciation of the ocean.

II. Opening Reception Details

An opening reception for the exhibition shall be held, with the pertinent details of the event below:

a. Date: 23 November 2026 (Monday)
b. Venue: Unit 118, Gallery Alley Hall 2, Seocho-gu, Seoul
c. Time: 1400H to 1600H
d. Number of Attendees: 60 pax
e. Set-up: Standing Reception

III. Scope of Work

The Caterer shall be in charge of the following:

a. Prepare a menu of canapes and hearty but light food, including Halal-certified food and drinks for Muslim guests. The Embassy shall approve the final menu.
b. Provision of necessary tablecloths for the buffet and décor. The Embassy shall provide the buffet tables; the required number of tables shall be coordinated accordingly after contract awarding.
c. Provision of servers and cleaning personnel, including hauling of general and food waste after the event
d. Provision of necessary tableware, cutlery, and cups

IV. Approved Budget for the Contract

The Approved Budget for the Contract is **Two Million Korean Won (KRW 2,000,000)** only, inclusive of all applicable fees and charges.

V. Terms of Payment

Full payment will be made within ten (10) days after the fulfillment of the contract via bank deposit.