



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 "Exit Conference and Activities for the Second Half of 2025" on 21 July 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 for the project are listed in **Annex A**. In addition to the quotation, interested companies should also submit a floor plan of the proposed venue and a coffee break menu. Incomplete submissions (quotations without the venue floor plan/menu or vice versa) will be ineligible.

The last day to submit quotations is Monday, 14 July 2025, 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 telephone numbers (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

07 July 2025

PROCUREMENT OF A CONTRACT FOR PROFESSIONAL BANQUET SERVICES FOR THE “EXIT CONFERENCE AND ACTIVITIES FOR THE SECOND HALF OF 2025” ON 21 JULY 2025

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Company providing professional banquet services, including leasing an appropriate venue for the “Exit Conference and Activities for the Second Half of 2025” on 21 July 2025.

I. Objective

To lease a suitable venue and ensure the procurement of professional banquet services for the “Exit Conference and Activities for the Second Half of 2025” on 21 July 2025.

II. Scope of Work

The Company shall undertake the following:

- A. Provide a suitable venue that can accommodate twenty (20) persons and ensure the delivery of efficient conference hosting management services
- B. Prepare a U-shaped conference set-up that can sit seventeen (17) persons
- C. Provide audiovisual equipment (e.g., screen and projector, microphones, etc.), tables and chairs for registration, parking for participants, and unlimited Wi-Fi internet connection

III. Conference Details

- A. Date : 21 July 2025 (Monday)
- B. Duration : 2:00 PM to 5:00 PM (including 1 hour ingress)
- C. Location : Seoul

IV. Submissions

In addition to the quotation, interested companies should also submit a floor plan of the proposed venue and a coffee break menu.

V. Terms of Payment

Full payment will be made within seven (7) days after the fulfillment of the contract and receipt of invoice via bank deposit.