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 banquet services for the hosted reception after the 49th ASEAN Summit and Related Summits on 07 December 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 Sunday, 08 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

04 November 2026

PROCUREMENT OF A CONTRACT FOR PROFESSIONAL BANQUET SERVICES FOR THE HOSTED RECEPTION AFTER THE 49TH ASEAN SUMMIT AND RELATED SUMMITS ON 07 DECEMBER 2026

Terms of Reference

The Embassy of the Philippines intends to engage a reputable company to provide professional banquet services for the hosted reception after the 49th ASEAN Summit and Related Summits on 07 December 2026 in Seoul.

I. Objective

To lease a suitable venue and procure professional banquet services for the hosted reception after the 49th ASEAN Summit and Related Summits.

II. Scope of Work

The Company shall undertake the following:

A. Provide an appropriate venue that can accommodate one hundred fifty (150) guests and ensure the delivery of efficient, professional banquet services, including the provision of cocktail tables for attendees.

B. Create a customized menu for the standing dinner reception.

C. Allow the Embassy to bring in its own beverages for the guests.

D. Provide ample space for an art exhibit.

E. Provide audio equipment (e.g., microphones, etc.), centerpieces for each table, a holding room for the VIPs, tables and chairs for registration, parking for guests, and a stage with a backdrop.

III. Event Details

A. Date : 07 December 2026 (Monday)
B. Duration : 6:00 PM to 9:00 PM (*excluding ingress and egress*)
C. Location : Itaewon, Seoul

IV. Approved Budget for the Contract

The Approved Budget for the Contract is **Twenty Million Korean Won** (KRW 20,000,000) 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.