



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 127<sup>th</sup> Philippine National Day Reception on 23 June 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 of the project are listed in **Annex A**.

The last day to submit quotations is Thursday, 12 June 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 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

09 June 2025

# **PROCUREMENT OF A CONTRACT FOR PROFESSIONAL BANQUET SERVICES FOR THE 127<sup>TH</sup> PHILIPPINE NATIONAL DAY RECEPTION ON 23 JUNE 2025**

## **Terms of Reference**

The Embassy of the Philippines intends to engage the services of a reputable Company providing professional banquet services for the 127<sup>th</sup> Philippine National Day Reception on 23 June 2025 in Seoul.

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

To lease a suitable venue and ensure the procurement of professional banquet services for the 127<sup>th</sup> Philippine National Day Reception

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

The Company shall undertake the following:

- A. Provide an appropriate venue that can accommodate two hundred fifty (250) 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, including cake for the cake-cutting ceremony.
- C. Allow the use of the banquet/hotel kitchen for the Embassy's invited Filipino celebrity chef to prepare Philippine dishes for the event.
  - To provide the necessary serving containers and individual plates for plating the food.
- D. Allow the Embassy to bring in its own beverages for the guests.
- E. Provide audiovisual equipment (e.g., screen and projector, microphones, etc.), centerpieces for each table, holding room for the VIPs, tables and chairs for registration, parking for guests, and a stage with a backdrop.

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

- A. Date : 23 June 2025 (Monday)
- B. Duration : 5:00 PM to 9:00 PM
- C. Location : Jongo-gu, Seoul

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

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