



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 during the 2025 Paskong Pinoy Event at the Philippine Embassy, 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 Wednesday, 10 December 2025, at 12:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and pay attention to **Ms. Anna Gabriella E. Guinto**.

For further inquiries, please contact the Philippine Embassy at (02)788-2100/2101 ext. 142 for English or ext. 141 for Hangul.

The Embassy of the Philippines  
Seoul, Republic of South Korea

08 December 2025

# PROFESSIONAL CATERING SERVICES DURING THE 2025 PASKONG PINOY EVENT AT THE PHILIPPINE EMBASSY

## Terms of Reference

The Philippine Embassy intends to engage the services of a reputable Supplier to provide professional catering services on 14 December 2025 during the 2025 Paskong Pinoy event at the Philippine Embassy.

### *I. Event Details*

Below are the details of the event:

- a. Date: 14 December 2025 (Sunday)
- b. Venue: Sentro Rizal Hall, 2F Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul
- c. Time: 1200H-1400H
- d. Number of Attendees: 100 pax
- e. Set-up: Standing Reception

### *II. Scope of Work*

The Supplier shall be in charge of the following:

- a. Prepare a lunch menu with hearty but light foods. The Embassy shall approve the final menu.
- b. Provide eight (8) cocktail tables with tablecloths and tablecloths for the buffet table, including printed labels of each dish. The Embassy will provide the buffet tables.
- c. Provide servers and cleaning personnel
- d. Provide necessary tableware, cutlery, and cups (disposable type).
- e. Setting up and cleaning up the venue, including disposing of food waste, after the event.

### *III. Approved Budget for the Contract*

The approved budget for the contract is **Four Million Korean Won (KRW 4,000,000)**, inclusive of all applicable fees and VAT.

### *IV. Terms of Payment*

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