



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 the 2025 Year-End Fellowship of the Philippine Embassy in Seoul, 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 Friday, 12 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

09 December 2025

2025 YEAR-END FELLOWSHIP OF THE PHILIPPINE EMBASSY IN SEOUL

TERMS OF REFERENCE

I. Objective

The Embassy shall organize its annual year-end fellowship as an opportunity to gather, celebrate the holiday season, boost employee morale, strengthen team dynamics, show appreciation, and create a positive and engaging work environment.

II. Scope of Work

- a. Provide a suitable venue and ensure delivery of efficient and professional events management services for the activity.
- b. Provide a customized menu for a sit-down dinner or buffet dinner, with the final menu for approval by the Embassy.
- c. Provide audiovisual equipment (e.g., beam projector and screen, TV monitor display, microphones, etc.) and parking for participants

III. Event Details

- a. Title: 2025 Year-End Seoul PE Fellowship
- b. Date: 14 December 2025 (Sunday)
- c. Duration: 5:00 PM until 10:00 PM
- d. Ingress Time: 4:00 PM
- e. Number of Expected Participants: 50 persons, including local hires

IV. Approved Budget for the Contract

The approved budget for the contract is **Eight Million Korean Won (KRW 8,000,000)**, inclusive of all applicable fees and VAT.

V. Terms of Payment

Full cash payment of the total contract price and the actual cost of admission (if applicable) shall be made within ten (10) days after the completion of the activity and receipt of the invoice through bank deposit.