



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 youth dialogue and reception on 23 April 2025 at the 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**.

Interested suppliers may send their duly signed quotations to seoulpe@philembassy-seoul.com, Attention: Ms. Anna Gabriella E. Guinto. The last day for submitting quotations is Wednesday, 16 April 2025, at 5:00 p.m.

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 Korea
13 April 2025

PROFESSIONAL CATERING SERVICES FOR THE RECEPTIONS DURING THE YOUTH DIALOGUE AND RECEPTION ON 23 APRIL 2025

Terms of Reference

The Philippine Embassy intends to engage a reputable supplier for professional catering services on 23 April 2025 during the reception for the youth dialogue titled “Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age” at the Sentro Rizal Hall and Conference Room.

I. Background

In celebration of the 25th anniversary of the Emergent Leadership Award from the Ramon Magsaysay Awards Foundation (RMAF) and in recognition of the 75th anniversary of diplomatic relations between the Philippines and Korea, the Embassy is organizing a youth dialogue titled “Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age”, followed by a reception, on 23 April 2025.

The event shall be attended by Korean students and youth members of the Pinoy Iskolars in Korea (PIKO), as well as Filipino Educators teaching in Korea (AFEK).

II. Reception Details

The details for the reception are as follows:

- a. “Growing Together for a Better Asia: Promoting Youth Mental Health in the Digital Age” Youth Dialogue and Reception
 - i. Date: 23 April 2025 (Wednesday)
 - ii. Venue: Sentro Rizal Hall and Conference Room, Philippine Embassy
 - iii. Time: 1400H-1700H
 - iv. Number of Attendees: 80 pax
 - v. Set-up: Standing Reception

III. Scope of Work

The Supplier shall be in charge of the following:

- i. Prepare a menu of canapes and hearty but light foods, including Hala-certified food and drinks for Muslim guests. The Embassy shall approve the final menu
- ii. Provision of at least three (3) cocktail tables
- iii. Provision of servers and cleaning personnel, including waste segregation after the event. The Embassy will be in charge of waste disposal

- iv. Provision of necessary tableware, centerpiece, cutlery, and cups

IV. *Terms of Payment*

The Embassy shall pay the Supplier within seven (7) days after fulfillment of the contract.