



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 short-term contract for a professional barista for the Philippine Coffee Appreciation Day event on 24 April 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 for the project are listed in **Annex A**. In addition to the quotation, interested suppliers should also submit the necessary documents listed in Section V of the Terms of Reference. Incomplete submissions (*quotation without the required additional documents or vice versa*) shall be ineligible.

The last day for the submission of quotations is on Sunday, 20 April 2025, at 5:00 p.m. Interested suppliers may send their duly signed proposals to seoulpe@philembassy-seoul.com and address it to **Ms. Anna Gabriella E. Guinto**.

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

The Embassy of the Philippines
Seoul, Republic of South Korea

16 April 2025

SHORT-TERM CONTRACT FOR A PROFESSIONAL BARISTA FOR THE PHILIPPINE COFFEE APPRECIATION DAY ON 24 APRIL 2025

TERMS OF REFERENCE

The Embassy of the Philippines intends to engage the services of a professional barista for its official event "Philippine Coffee Appreciation Day" (*working title*) on 24 April 2025 at the Philippine Experience Space.

I. Background

The Philippine Embassy is organizing a Philippine Coffee Appreciation Day on 24 April 2025 to introduce Arabica coffee beans grown in the Philippines to the Korean market.

II. Event Details

Event details are as follows:

- a. Date : 24 April 2025 (Thursday)
- b. Time : 10:00 AM until supplies last
- c. Venue : Philippine Experience Space, Philippine Embassy

III. Scope of Work

The Barista shall be in charge of the following:

Before the Event

- A. Grind the coffee beans provided by the Embassy and prepare the coffee extract.
- B. Test the coffee beans, recommend how each coffee bean is best served, and prepare its recipe
- C. Prepare the coffee extract, ensuring that the Philippine coffee beans are all utilized and will be maximized for the most servings

During the Event

- A. Prepare and serve the following espresso-based drinks:
 - i. Americano
 - ii. Brewed Coffee
 - iii. Latte
 - iv. Caramel Latte (specialty blend fit for the Korean market)
This is subject to change after awarding the contract, depending on the recommendation of the Barista for each coffee bean
- B. Bring and prepare the necessary coffee preparation machines (e.g. espresso machine, coffee grinder, etc.) needed for the event
- C. Provide the following supplies:
 - v. 10L ice chest
 - vi. Three (3) glass storage jars for beans
 - vii. Milk frother
- D. Greet customers, take orders, provide recommendations, and handle inquiries regarding the menu and/or coffee beans used

- E. Ensure the cleanliness of the coffee bar area for the duration of the event
- F. Responsible for following health and safety guidelines and maintaining a clean and safe work environment

IV. *Qualifications*

The Barista should have the following qualifications:

- A. Trainings and seminars related to coffee preparation and the handling of coffee equipment.
- B. Experience in coffee preparation or related work.

V. *Submissions*

In addition to the quotation, interested Baristas should also submit the following:

- A. Coffee Training Certification/s
- B. Proof of barista/coffee preparation experience (e.g., business registration certificate of coffee shop)

VI. *Terms of Payment*

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