



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 courtesy visit by the University of the Philippines, College of Law Delegation, on 21 September 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**.

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, 17 September 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 speaker or ext. 141 for Korean language speaker.

The Embassy of the Philippines
Seoul, Republic of Korea
15 September 2025

PROFESSIONAL CATERING SERVICES DURING THE COURTESY VISIT BY THE UNIVERSITY OF THE PHILIPPINES, COLLEGE OF LAW DELEGATION, ON 21 SEPTEMBER 2025

Terms of Reference

The Philippine Embassy intends to engage the services of a reputable Supplier to provide professional catering services on 21 September 2025 during the courtesy visit by the University of the Philippines, College of Law Delegation, headed by Dean Gwen de Vera.

I. Event Details

Below are the details of the courtesy visit:

- a. Date: 21 September 2025
- b. Venue: Sentro Rizal Hall, 2F Philippine Embassy, 80 Hoenamu-ro, Yongsan-gu, Seoul
- c. Time: 1000H-1300H
- d. Number of Attendees: 80 pax
- e. Set-up: Standing Reception

II. Scope of Work

The Supplier shall be in charge of the following:

- a. Prepare a brunch menu with hearty but light foods. The Embassy shall approve the final menu
- b. Provide cocktail tables with tablecloths and tablecloths for the buffet table. The Embassy will provide the buffet tables.
- c. Provide servers and cleaning personnel
- d. Provide necessary tableware, cutlery, and cups (non-disposable type). The Supplier may wash its used tableware, cutlery, and cups in the pantry area of the 2F.
- e. Setting up and cleaning up the venue, including disposing of food waste, after the event.

III. Terms of Payment

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