



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 ordering of Philippine Food during the Embassy's hosting of the Special Lecture on Cybersecurity and Artificial Intelligence on 20 January 2026, 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 for the submission of quotations is on Friday, 16 January 2026, at 5:00 p.m. Interested suppliers may send their duly signed proposals to **seoulpe@philembassy-seoul.com** and attention it to **Ms. Anna Gabriella E. Guinto**.

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

The Embassy of the Philippines
Seoul, Republic of South Korea

14 January 2026

PHILIPPINE FOOD DURING THE EMBASSY'S HOSTING OF THE SPECIAL LECTURE ON CYBERSECURITY AND ARTIFICIAL INTELLIGENCE ON 20 JANUARY 2026

Terms of Reference

The Embassy of the Philippines intends to engage the services of a reputable Caterer to prepare Filipino dishes to be served by the Embassy during its hosting of the Special Lecture on Cybersecurity and Artificial Intelligence on 20 January 2026 (Tuesday).

I. Background

The Philippine Embassy will host this month's diplomatic roundtable, a special lecture on cybersecurity and artificial intelligence entitled "Harnessing Artificial Intelligence Safely: Cybersecurity, Ethics, and the Future of Digital Governance," on 20 January 2026. The roundtable will be attended by the ASEAN Ambassadors, MOFA and AKC Officials, with the Ambassador of the Republic of Estonia as guest speaker.

As host, the Embassy shall serve Filipino dishes as an opportunity for culinary diplomacy and to introduce guests to unique traditional dishes.

II. Event Details

Details of the event is as follows:

- a. Date : 20 January 2026 (Tuesday)
- b. Time : 3:00 to 5:00 PM
- c. Venue : 2F Conference Room, Philippine Embassy
- d. Number of pax : 35 persons (maximum)

III. Scope of Work

The Caterer shall prepare and cook the following dishes, which should be good for 35 persons:

- a. Pansit (with chicken and vegetables, absolutely no pork)
- b. Chicken Inasal
- c. Biko
- d. Cassava Cake
- e. Sapin-sapin
- f. Banana turon
- g. Buko pandan
- h. Sago't gulaman

Furthermore, the Caterer shall package the above-listed dishes in a disposable serving tray.

Depending on the agreement, the Caterer will ensure the dishes are available for pickup at the agreed time on the day of the event.

IV. Approved Budget for the Contract

The Approved Budget for the Contract is **One Million Seven Hundred Thousand Korean Won** (KRW 1,700,000), inclusive of all applicable fees.

V. Terms of Payment

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