



2 April 2026

**Subject: Request for Quotation – Venue and Event Services  
for the Philippine National Day Reception**

To all qualified suppliers:

Greetings from the Embassy of the Republic of the Philippines in Islamabad.

The Philippine Embassy is pleased to announce that we are in the process of organizing a diplomatic reception to celebrate the 128<sup>th</sup> Anniversary of the Proclamation of Philippine Independence. This event is tentatively scheduled to accommodate approximately 350 guests and will include cultural and official program segments.

In this regard, we are inviting qualified establishments to submit a quotation for venue rental and related event services in accordance with the attached Statement of Compliance (SOC). The SOC outlines our requirements, which include (but are not limited to):

- Ballroom rental with stage setup according to Embassy specifications
- LED wall screen provision
- Buffet catering with multiple menu options, including selected Filipino dishes
- Technical and logistical support before and during the event
- Access to the venue for rehearsals at least one day prior
- An additional room for staff use during ingress and egress
- Ample parking spaces for guests' vehicles

Kindly note that, due to security and protocol considerations, **the venue must be located strictly within the Red Zone of Islamabad.**

We would appreciate it if you could provide a detailed quotation, along with your proposed menu options and venue layout, no later than 10 April 2026. Please do not hesitate to contact us should you require any further clarification.

Thank you, and we look forward to the possibility of working with your esteemed team in commemorating this important occasion.



Very truly yours,

**RAIN R. MENDOZA**

*Third Secretary and Vice Consul  
Embassy of the Republic of the Philippines  
in Islamabad, Pakistan*

## Statement of Compliance for the Venue Rental Requirements on the Philippine National Day Reception on 11 June 2026

### I. Background:

The Philippine Embassy in Islamabad is organizing a National Day reception to commemorate the 128<sup>th</sup> Anniversary of the Proclamation of Philippine Independence. In line with this, the Embassy is seeking the services of a **qualified establishment** to host and support the event, which will accommodate approximately 350 guests.

### II. Scope of Services:

The selected venue/service provider shall be responsible for providing the following:

Scope of Service	Yes	No	Indicate if complimentary or with extra fee
<b>A. Venue Rental</b>			
1. A ballroom or function hall that can comfortably accommodate 350 guests			
2. Provision of a central stage suitable for performances (technical specifications to be determined)			
3. A designated extra room for staff use during ingress and egress			
<b>B. Technical Equipment</b>			
1. Installation of LED wall screens (minimum of two(2)) for video and multimedia presentations			
2. Basic audio-visual equipment including microphones, speakers, and lighting appropriate for an official diplomatic event			
<b>C. Catering Services</b>			
1. Buffet-style catering for 350 guests with at least two (2) menu options (e.g., Asian and Continental)			
2. Capability to prepare and serve selected Filipino dishes and delicacies, subject to coordination with the Embassy (e.g., <i>lumpia</i> , <i>pancit</i> , <i>adobo</i> , <i>leche flan</i> )			
3. Provision of beverages, including soft drinks, tea, and coffee			
4. Provision of a mini-bar for a possible service of offering wine and other alcoholic beverages to guests (to be confirmed and finalized)			
5. Service staff and necessary buffet equipment			
<b>D. Setup and Logistics</b>			
1. Venue to be available for preparation and decoration at least six (6) hours prior to the event			
2. Provision for rehearsal time at the venue at least one day before the event, to allow for technical checks and run-throughs of the program			
3. Provision of seated arrangements for VIPs and selected guests			
4. Provision of sufficient dining arrangements for all guests			
5. Access to a backroom/utility room for use by Embassy personnel and third-party suppliers			
6. Clean-up services after the event			

### III. Deliverables:

- Detailed quotation including pricing breakdown and taxes (venue, catering, equipment, additional services)
- Menu options with itemized list of dishes
- Floor plan | layout of the venue
- Photos and technical specifications of available LED wall screens and stage setup
- Terms and conditions, including cancellation and payment policies

### IV. Timeline:

Submission of proposals: 6 April 2026

- Selection and notification of winning bid: to be determined

- Event Date: 11 June 2025, Thursday

V. Evaluation Criteria:

Proposals will be evaluated based on the following:

- Cost-effectiveness
- Quality and flexibility of venue and services
- Experience with similar diplomatic or high-profile events
- Capability to provide Filipino cuisine
- Technical capacity (e.g., LED screen, AV setup)

VI. Contact Details:

All quotations and inquiries should be directed to:

**Ms. Rain R . Mendoza**

Third Secretary and Vice Consul

Philippine Embassy in Islamabad

E: [rain.mendoza@dfa.gov.ph](mailto:rain.mendoza@dfa.gov.ph)

Copy furnish:

**Mr. Shujaat Ali Umer**

Project Assistant

E: [economics.ph@gmail.com](mailto:economics.ph@gmail.com)