



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

08 September 2025

Dear Ms. Ha,

Please be informed that per Notice of Award dated 07 September 2025, issued by the Head of Procuring Entity, your company, **FOREST SOLUTION**, is hereby given this Notice to Proceed in connection with the one-year lease contract of four (4) multifunctional photocopying machines, upon signing of the Contract.

This Notice is issued in accordance with the requirements of Republic Act No. 9184, otherwise known as the Government Procurement Act of 2003.

Very truly yours,


EDWIN GIL Q. MENDOZA

Chargé d'Affaires, a.i. and Head of Procuring Entity

Ms. HA KYUNG-AE

Forest Solution

315, Ahasan-ro, Gwangjin-gu, Seoul

E-mail address: canon4u@nate.com

Contact no.: (02) 2254-1992

RENTAL AGREEMENT

This Agreement made between the Philippines Embassy in Seoul (hereafter referred to AS "A") and Forest Solution.CO.,Ltd (hereafter called referred to as "B") for the following rental service

Article 1. (Definition of Rental Service)

Rental service is to say that "B" lend to "A" copy machine and "B" shall provide service to keep and maintain and repair machine in normal condition always so that "A" shall have to pay the service charges to "B".

Article 2. (Furnishing the Expendable Goods and the Technical Service)

- 1) "B" shall provide-supply the required drum and expendable goods (except for paper), parts and the technical service during period of agreement with free charges.
- 2) B`s service time-hours is to be limited to B`s business operational hours principally.
- 3) In the following event-clause, "B" shall have no responsibility to supply the expendable goods and the technical service indicated as free service under article No.1.
 - (a) In the event of using other expendable goods and parts (copy paper accepted) not designated and supplied by "B".
 - (b) In the event that the required service is the result of or caused by disassembling and repairing and remodeling, processing machine to the 3rd party not designated by "B".
 - (c) In the event that trouble to machine was caused due to violation in the method of use or was caused by A`s intentional trouble makings.
 - (d) In the event of fire or acts of God.

Article 3. (The Contracted Machine of Rental)

The contracted machine Rental service is the following:

Subject Machine	Kind of Machine	Machinen	Setting Place	Machine Number	Counter on Contracting Time
Color/ Mono	IR ADV C5735	CANON	The Philippine Embassy		
Color/ Mono	IR ADV C5735	CANON			
Mono	IR4745	CANON			
Mono	IR4745	CANON			

Article 4. (Rental service Charge)



Rental charge shall be calculated annually and then it is the same as the following

Kind of Machine		Basic offer	Monthly Price	extra/over charge Cost per page	Remark
IR ADV C5735	Color(A4)	2,500 prints	99,000 won	80 won / A4	VAT not included
	Mono(A4)	7,500 prints		8 won / A4	
IR ADV C5735	Color(A4)	2,500 prints	99,000 won	80 won / A4	
	Mono(A4)	7,500 prints		8 won / A4	
IR4745	Mono(A4)	10,000 prints	69,000WON	8 won / A4	
IR4745	Mono(A4)	10,000 prints	69,000WON	8 won / A4	

* "A" shall have to pay Rental service charge at the same time of Rental Contract to "B" once a month.

Article 5. (Period of Agreement-Contract)

Validity of this agreement is from the 1st of Oct 2025- 30th of Sep 2026 (One year).

(A) 
EDWIN GIL Q. MENDOZA
 Charge d'affaires, a.i.
 Representative 

206-12-78341
 포레스트솔루션 하경애
 (B) 
 Representative 서울특별시 강남구 아차산로 315 (지왕동)
 도·소매외 컴퓨터주변기기외