



Embassy of the Republic of the Philippines  
Pasuguan ng Pilipinas  
Seoul



**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

22 May 2025

Dear Mr. Suk,

Please be informed that per Notice of Award dated 22 May 2025, issued by the Head of Procuring Entity, your company, **BUSAN TRAP**, is hereby given this Notice to Proceed in connection with the procurement of a contract for transportation services (vehicle rental with driver) in Busan for official use of the Embassy, 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,

  
**MARIA THERESA B. DIZON-DE VEGA**  
Ambassador and Head of Procuring Entity

**Mr. SUK HO AM**  
CEO, Busan Trap  
2-1, 743 beon gil, Gonghwang-ro  
Gangseo-gu, Busan  
E-mail: [busantrap@naver.com](mailto:busantrap@naver.com)  
Contact no.: 010-2701-4069

# CONTRACT

The Contract for Transportation Services (Vehicle Rental with Driver) in Busan for Official Use of the Embassy ("Contract") is entered into between the **EMBASSY OF THE REPUBLIC OF THE PHILIPPINES** in Seoul ("*Embassy*"), with non-profit business registration number 213-84-10180 with its office at 80 Hoenamu-ro, Yongsan-gu, Seoul 04346, represented by Ambassador Maria Theresa B. Dizon-De Vega, and **BUSAN TRAP** ("*Company*") with business registration number 617-86-13888 with its office at 2-1, 743 Beon Gil, Gonghwang-ro, Gangseo-gu, Busan represented by Mr. Suk Ho Am.

## ***I. Scope of Work***

The Embassy will require a vehicle with a driver for three Philippine Embassy officials attending various official activities in Busan from 23 and 24 May 2025.

Below are the KTX schedule, hotel accommodation, meeting locations of the officials:

### KTX Schedule

#### ARRIVAL

- 23 May 2025  
KTX No. 11  
Arrival Time: 10:02 AM

#### DEPARTURE

- 23 May 2025  
KTX No. 94  
Departure Time: 07:14 PM
- 24 May 2025  
Departure Time: 07:00 PM (TBC)

### Accommodation details:

- Haeundae Centum Hotel (20 Centum 3-ro, Haeundae-gu, Busan)

### Meeting Locations

- Busan University of Foreign Studies (BUFS) (65 Geumsaem-ro 485beon-gil, Geumjeong-gu, Busan)
- Busan Cinema Center 120 Suyeonggangbyeon-daero, Haeundae, Busan
- Note: Other meeting locations may be added

The contract price should include driver, insurance coverage, fuel replenishment cost, toll fees, and parking fees.

## ***II. Itinerary***

No.	Date	Time	Type of Service	Activity / Destination	No. of Passengers
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1	23 May Friday	10:02 AM	Daily Rental	Pick-up at Busan Station	3 pax.
2		10:12 AM		Depart for Busan University of Foreign Studies (BUFS) Address: 65 Geumsaem-ro 485beon-gil, Geumjeong-gu, Busan	
3		10:52 AM		Arrive at BUFS	
4		11:30 AM – 12:00 NN		BUFS PSP Signing Ceremony	3 – 4 pax.
5		12:10 PM to 1:40 PM		Luncheon at Restaurant (TBC) nearby the BUFS	
6		1:45 PM		Depart Restaurant for ASEAN-Culture House (ACH) Address: (48108) 부산광역시 해운 대구 좌동로162 162 Jwadong-ro, Haeundae-gu, Busan, 48108	
7		2:45 PM		Arrive at ACH	
8		2:50 PM – 3:20 PM		Meeting with ACH Officials	3 pax.
9		3:25 PM		Depart for Busan Station	
10		4:15 PM		Arrive at Busan	

				Station	
11		4:29 PM		Depart Busan for Seoul  KTX No. 094 Arrive Seoul Station at 7:14 PM	
12		4:30 PM		Depart Busan Station for Haeundae Centum Hotel. Address: 20 Centum 3-ro, Haeundau-gu, Busan	
13		5:30 PM		Arrive at Haeundae Centum Hotel	
				End of Rented Van Service (Estimate: 9 Hours)	
14	24 May Saturday	10:30 AM	Daily Rental	Pick-up at Haeundae Centum Hotel. Address: 20 Centum 3-ro, Haeundau-gu, Busan	2 pax with luggage
15		10:45 AM		Depart for Busan Cinema Center, Centum City	
16		11:00 AM		Busan Global Gathering 2025, Busan Cinema Center	
17		PM		Ocular and Visit to the BIFF, APEC House among other venues / stakeholders.	

18		6:00 PM		Depart for Busan Station KTX- TBC
19		7:00 PM		Arrive at Busan Station
				Depart for Seoul Station KTX - TBC
				End of Rented Van Service (Estimate: 9 Hours)

### **III. Expected Deliverables**

- a. The Company shall ensure that the vehicles assigned to the Embassy is in excellent condition. However, in an event that the vehicle breaks down, the Company will arrange for its immediate replacement without delays.
- b. The assigned vehicle shall include a driver, preferably can speak English language.
- c. The assigned vehicle should be of year 2020 and onwards.
- d. The Embassy is not liable for the maintenance of the company's vehicles. The Company shall be responsible for its vehicle's maintenance.

### **IV. Vehicle Specifications**

Based on the number of people, the Embassy will require one (1) van to comfortably seat three Philippine Embassy officials.

### **V. Vehicle Rate**

As agreed, the rate for the rented vehicle is **Six Hundred Thousand Korean Won (KRW 600,000)**, calculated based on the submitted itinerary (Section II).

### **VI. Terms of Payment**

Payment shall be made within seven (7) days after fulfillment of the contract and receipt of the invoice to determine the final cost due to the Company. The Embassy shall deposit the payment to the Company's bank account with the following details:

a. Account Name : Busan Trap Co., Ltd.  
b. Account Number : 101-2015-7506-01  
c. Bank : Busan Bank

**22 MAY 2025**

[EMBASSY]



*Maria Theresa B. Dizon-de Vega*  
**MARIA THERESA B. DIZON-DE VEGA**  
Ambassador  
Embassy of the Republic of the  
Philippines

[SUPPLIER]

*Suk Ho Am*  
**SUK HO AM**  
CEO  
Busan Trap

A red circular stamp with the text "BUSAN TRAP CO., LTD." around the perimeter and "理事" (Director) in the center.