



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

12 December 2025

Dear Mr. Lee,

Please be informed that, per Notice of Award dated 11 December 2025, issued by the Head of Procuring Entity, your company, **PIEDAY CATERING**, is hereby given this Notice to Proceed in connection with the procurement of a contract for professional catering services during the 2025 Paskong Pinoy event at the Philippine 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.

Sincerely yours,


BERNADETTE THERESE C. FERNANDEZ
Ambassador and Head of Procuring Entity

Mr. HAE SOON LEE

Owner, PieDay Catering
Sooyong 2-dong, Ganbuk-gu, Seoul
E-mail: angues@naver.com

CONTRACT

The Contract for Professional Catering Services during the 2025 Paskong Pinoy Event at the Philippine Embassy (“Contract”) is entered into between the **EMBASSY OF THE REPUBLIC OF THE PHILIPPINES** in Seoul (“Embassy”), with its office at 80 Hoenamu-ro, Yongsan-gu, Seoul 04346, represented by Ambassador Bernadette Therese C. Fernandez, and **PIEDAY CATERING** (“Caterer”) with its office at Sooyoo 2-dong, Ganbuk-gu, Seoul, represented by Mr. Hae Sun Lee, jointly known as “Parties”.

I. Objective

The Embassy agrees to hire the Caterer for the lunch reception during the 2025 Paskong Pinoy Event, known as the “Event.” The details of the event are as follows:

- a. Date: 14 December 2025 (Sunday)
- b. Time: 12:00 NN until 2:00 PM, with ingress at 9:30 AM and egress at 2:00 PM
- c. Address: Sentro Rizal Hall, Philippine Embassy

II. Scope of Work

The Caterer shall provide professional catering services for the event, which include the following:

- a. Food and beverage good for one hundred (100) persons
- b. Set-up of a buffet table spread
- c. Use of eight (8) cocktail tables with tablecloths
- d. Provision of plates, forks, spoons, knives, and cups (disposable-type)
- e. Two (2) servers
- f. Clean up after the event

III. Contract Price

Based on the scope of work of the Caterer listed above and as agreed by the Parties, the contract price for this project is **Four Million Korean Won (KRW 4,000,000)**. The contract price is fixed, regardless of the confirmed number of guests attending the event.

IV. Attendees

The Caterer agrees to provide services for one hundred (100) persons guaranteed at the Event.

V. Menu

The Caterer, as approved by the Embassy, shall provide the following during the event:

- a. Food
 - i. Steamed White Rice
 - ii. Inari Sushi (Fried Bean Curd Sushi)
 - iii. Smoked Duck Gimbap
 - iv. Fried Fish Cutlet with Tartar Sauce
 - v. Meatball Pasta
 - vi. Assorted Canapes (Salmon, Truffle, Mushroom)
 - vii. Chicken Karaage with Ketchup / Mustard Sauce
 - viii. Assorted Cheese & Olive Skewers (Sausage / Cheese)
 - ix. Chicken Skewers
 - x. Penne Pasta
 - xi. Fresh Fruits
 - xii. Cookies
 - xiii. Mini Muffins
 - xiv. Red Velvet Roll Cake
 - xv. Macarons
- b. Beverage
 - i. Brewed Coffee
 - ii. Grape and Orange Juices

VI. Food and Drink Services

The Caterer agrees to deliver the items on the menu through food stations at the buffet table:

- a. Two (2) servers
- b. Tablecloths (white) for buffet tables
- c. Table styling
- d. Disposable plates, cups, and cutlery suitable for one hundred guests

The Embassy shall provide four (4) buffet tables.

VII. Indemnification and Hold Harmless

After thorough investigation and determination that food and drinks served by the Caterer caused the foodborne illness, the Caterer agrees to indemnify and hold the Embassy from any claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result in the Caterer's negligence in the preparation or delivery of food and drinks served under this Contract and to reimburse them for any such expenses incurred.

VIII. Terms of Payment

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The Embassy shall pay the Caterer the total amount of **Four Million Korean Won (KRW 4,000,000)** for the professional catering services during the 2025 Paskong Pinoy Event at the Philippine Embassy. The payment shall be deposited into the Caterer's bank account within ten (10) working days from the fulfillment of the Contract, and upon receipt of the final invoice.

The bank account details of the Caterer are as follows:

- a. Bank Name : **Hana Bank**
- b. Account Name : **Lee Hae Sun**
- c. Account Number : **392-810140-83607**

IX. *Miscellaneous*

The Embassy and the Caterer agree to the following:

- a. *No Employer-Employee Relationship.* Nothing in the contract is intended or deemed to create any employment, partnership, agency, or joint venture between the parties.
- b. *Additional Services.* Any additional services ("Additional Services") must be requested by either Party in writing and subject to the availability of suppliers and contractors in Seoul, South Korea.
- c. *Government Auditing Rules and Regulations.* The relevant accounting and auditing rules of the Government of the Republic of the Philippines shall cover this contract.

X. *Severability*

Should any provision of this contract be determined to be void, invalid, unenforceable, or illegal for whatever reason, such provision(s) shall be null and void; provided, however, that the remaining provisions of this contract shall be unaffected thereby and shall continue to be valid and enforceable.

XI. *Settlement of Disputes*

Parties shall exert their best efforts to amicably settle any dispute, controversy, or claim arising from the contract or the breach, termination, or invalidity thereof.

XII. *Observation of Laws*

Both parties shall comply with the provisions of relevant laws and regulations of the Republic of Korea and the Republic of the Philippines in the performance of the contract.

XIII. *Immunity*

Nothing in the contract shall be construed as a waiver by the Embassy of its diplomatic or consular immunity recognized under international law and national laws of the Republic of Korea.

XIV. *Entire Contract*

This Contract constitutes the entire Contract between the Parties. No modification or amendment of this Contract shall be effective unless in writing and signed by both Parties.

12 DECEMBER 2025

[EMBASSY]


BERNADETTE THERESE C. FERNANDEZ
Ambassador
Embassy of the Republic of the Philippines

[CATERER]


HAE SOON LEE
Owner
PieDay Catering