



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

08 June 2025

Dear Mr. Lee,

Please be informed that per Notice of Award dated 05 June 2025, issued by the Head of Procuring Entity, your company, **IMPERIAL PALACE BOUTIQUE HOTEL**, is hereby given this Notice to Proceed in connection with the procurement of a contract for the lease of venue (accommodations) for the members of the Nightingales for the commemorative events of the 127th anniversary of the proclamation of Philippine Independence, 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. LEE JI HOON

Sales Manager, Imperial Palace Boutique Hotel
221 Itaewon-ro, Yongsan-gu, Seoul
E-Mail: front@ipboutiquehotel.com

CONTRACT

The Contract for the Lease of Venue (accommodations) for the members of the Nightingales for the commemorative events of the 127th Anniversary of the Proclamation of Philippine Independence ("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 **IMPERIAL PALACE BOUTIQUE HOTEL** ("*Hotel*") with business registration number 106-81-03395 with its office at 221 Itaewon-ro, Yongsan-gu, Seoul, represented by Mr. Lee Ji Hoon.

I. *Scope of Work*

These terms and conditions apply to contracts for leases from hotel rooms to the accommodation as well as all further services and deliveries of the hotel provided to the customer connected to said accommodation.

II. *Contract Conclusion*

The contract becomes effective with the Hotel's acceptance of the Embassy's request. The Hotel may confirm the room reservation verbally or in writing (via email).

The Embassy, with Hotel's confirmation, has reserved the following rooms:

Check-in Date	Check-out Date	Room Type	Quantity of Rooms	Nights	Total Amount (in KRW)	
21 June 2025	24 June 2024	Superior Twin Room with breakfast for two (2) persons	1	3	491,800	
21 June 2025	24 June 2024	Superior Double Room with breakfast for one (1) person	1	3	432,400	
					TOTAL	KRW 924,200

III. Services, Prices, Payment, Offsetting

- a. The Hotel is required to provide the rooms booked by the embassy and deliver the agreed-upon services.
- b. The Embassy is required to pay the agreed-upon or applicable rates for the rooms provided by the Hotel. Any additional services utilized or expenses arranged by the guest from a third-party supplier shall be paid by the Guest. **The Hotel shall collect the payment for these additional services directly from the Guest upon check-out.**
- c. The Hotel may condition the acceptance of a subsequent reduction in the number of rooms or the duration of stay on the room prices.

IV. Cancellation or Adjustment of the Booking by the Embassy

- a. The Embassy may cancel or adjust the reservation until 2:00 PM (local time) one day prior to the arrival date.
- b. A cancellation of the contract concluded by the Parties requires the Hotel's approval in written form. If that is withheld, the agreed-upon price in the contract must be paid, even if the Embassy does not utilize the reserved rooms.
- c. If the parties establish a date for a cost-free withdrawal from the contract, the Embassy may withdraw from the contract until that date without incurring any claims for payment or damages. The Embassy's right to withdraw expires if it has not been exercised in writing by the agreed-upon date.
- d. The Hotel must apply credit for the income generated from renting the rooms to other customers, as well as for saved expenses. If the rooms are not rented to someone else, the Hotel can demand the full equivalent of one (1) night's stay for the number of reserved rooms, which, in the case of this contract, is equivalent to KRW 359,400 for two rooms.

V. Withdrawal by the Hotel

- a. If the contract stipulates that the Embassy can withdraw from the agreement without penalty within a specified period, it is also entitled to withdraw from the Contract if other customers request the booked rooms and the original customer does not waive their right of withdrawal upon the Hotel's inquiry.
- b. Furthermore, the Hotel is entitled to withdraw from the Contract for a justifiable reason, such as:
 - i. Force majeure or other circumstances for which the hotel cannot be held responsible make it impossible to fulfill the contract;
 - ii. Rooms were reserved irresponsibly with misleading or false essential information, such as details regarding the identity of the customer or the purpose of the stay;
 - iii. The Hotel has reason to believe that the customer's use of its services may jeopardize the smooth operation, safety, or public reputation of the hotel, without assigning this risk to the domain or management of the Hotel.

iv. The purpose of the stay is unlawful.

VI. Room Provision, Check-in, Check-out

- a. Booked rooms are available to the Embassy from 1500H (3:00 PM) on the agreed arrival date.
- b. On the agreed check-out date, guests must vacate their rooms by 12:00 PM at the latest. If the room is not vacated by this time, the hotel may charge for its use beyond the contracted deadline: 50% of the daily rate until 6:00 PM, and 100% of the daily rate after 6:00 PM.

VII. Final Provisions

- a. Changes and amendments to the contract, the acceptance of a request, or these general terms and conditions for hotel accommodation must be made in written form. Unilateral changes or amendments by the Embassy are considered invalid.
- b. If any term or clause of these general terms and conditions, in whole or in part, is found to be void or unenforceable, the remaining terms or clauses will remain valid. In all other respects, legal regulations shall apply.

VIII. Terms of Payment

Payment shall be made within seven (7) days after fulfillment of the contract. The Embassy shall deposit the payment to the Hotel's bank account with the following details:

- a. Account Name : Jooyoung 21 Co., Ltd.
- b. Account Number : 1005-504-651540
- c. Bank : Woori Bank

09 JUNE 2025

[EMBASSY]

[HOTEL]


MARIA THERESA B. DIZON-DE VEGA
Ambassador
Embassy of the Republic of the Philippines


LEE JI HOON
Imperial Palace Boutique Hotel