



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

23 December 2025

Dear Mr. Han,

Please be informed that, per Notice of Award dated 21 December 2025, issued by the Head of Procuring Entity, your company, **SHAMMAH CO., LTD.**, is hereby given this Notice to Proceed in connection with the procurement of a contract for the improvement/renovation works for select areas of 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 THERESA C. FERNANDEZ
Ambassador and Head of Procuring Entity

Mr. GAENG DOO HAN
CEO, Shammah Co., Ltd.
Kumup B/D DongKyo-ro 18gil
44 Mapo-dong, Mapo-gu, Seoul
Contact no.: 010-5262-8818
E-mail: interny@naver.com

CONTRACT

**Improvement/Renovation Works for Select Areas of the
Embassy of the Republic of the Philippines in Seoul, KOREA**

**The Embassy of The Republic of the Philippines
Shammah Co., Ltd.**

CONTRACT

Interior work

The Embassy of the Republic of the Philippines

This Contract is executed and delivered on **23 December 2025** at the **Embassy of the Republic of Philippines** in Seoul, between the **Embassy of the Republic of Philippines** in Seoul, with Non-profit Business registration number **213-84-10180**, represented by MS. BERNADETTE THRESE C. FERNANDEZ, Ambassador of the **Embassy of the Republic of Philippines** in Korea, with its office at 80 Hoenamuro, Yongsan-gu, Seoul, Republic of Korea (hereinafter referred to individually as "the Client") and **Shammah Co., Ltd.** with business registration number 373-86-02007, represented by MR. GAENG DOO HAN, with its office at Kumup B/D DongKyo-ro 18gil, 44 Mapo-dong, Mapo-gu, Seoul, Republic of Korea (hereinafter referred to individually as "the Contractor") and jointly as the "Parties".

THEY STATE

1. That Client is the owner of the building of the Embassy of the Republic of the Philippines at 80 Hoenamuro, Yongsan-gu, Seoul (hereinafter referred to as the "Premises"). The Client agrees to hire the Contractor to perform renovation work at the Embassy of the Republic of the Philippines in Seoul, based on the quotation provided by the Contractor and in accordance with the scope of work outlined in the TERMS OF REFERENCE prepared by the Client. The Terms of Reference for this Contract constitute an integral part of the Agreement.
2. The Contractor is a corporation engaged in the construction and refurbishment of various types of buildings, including those of the Client. It has the necessary capacity and experience to perform the required construction work on the Client's premises in accordance with the conditions and terms of this Contract.
3. Therefore, considering what has been stated above, and with both Parties recognizing each other's authority to sign this Contract and being legally bound by it, the Parties agree to execute this Construction Work Contract (hereinafter referred to as the "Contract") in accordance with the following:

CLAUSES

1. **Object.** The Client hires the Contractor to perform the works outlined in the Terms of Reference attached to this Contract, and the Contractor agrees to carry out these works in accordance with the quotation and Terms of Reference signed by both Parties. All such documents shall be an integral part of this Contract and, being signed by both Parties, are incorporated into this Contract.
2. **Documents regulating the assignment.** The Contract for executing the specified works includes the following documents:
 - a. The present Contract signed by both Parties.
 - b. The quotation and construction work schedule signed by both Parties and the Construction work schedule, incorporated into the present. (Annex A)
 - c. Terms of Reference prepared by the Client (and as posted during the bidding period for the project) (Annex B)
3. **Contract Price for the Renovation Works in the Embassy of the Republic of the Philippines, Seoul:** The price of the work will be based on the quotation prepared by the Contractor and accepted by the Client, amounting to **KRW 680,000,000 (Six Hundred Eighty Million Korean Won)**. The total cost does not include taxes (VAT).

This contract is based on a fixed price.

This price is global and therefore fixed for all work and the complete execution of the entire construction, according to this Contract.

- a. The materials, manpower, machinery, and auxiliary resources necessary for carrying out the works are considered included in the Contract price. This also covers the Social Security costs, equipment and safety measures, and individual and collective protective gear. All machinery required for the works must be supplied, transported to the site, used, maintained during the construction period, and removed by the Contractor at its own expense upon the completion of the works.

The Contractor shall be responsible for providing insurance against accidents for all personnel involved in this Project. The Contractor shall be

liable for any accidents, damages, or injuries caused by the Contractor or its agents during the course of work performed under this Contract.

- b. Failure by the Client to make payments due to their faults will be a valid reason to cancel this Contract, except in cases where the Contractor's faults allow the Client to withhold payment.

4. Payment. The payment of the agreed price will be made in cash to Shammah Co., Ltd., through Mr. Gaeng Doo Han, for the agreed amount, by transferring from the Client's bank account to the Contractor's bank account as follows;

Bank Name	:	IBK
Account Name	:	Space Architecture Shammah Co., Ltd.
Account Number	:	220-088485-04-014

Deposit receipts will be sent by the Embassy of the Republic of the Philippines to the Contractor as proof of payment. The Contractor shall be responsible for all fees associated with the transfer. (The Client shall complete the remittance within seven (7) business days after the Contractor sends the invoice for payment.

- **First Payment:** An advanced amount of **KRW 102,000,000 (One Hundred Two Million Korean won)**, equivalent to 15% of the total contract amount, shall be paid before construction begins.
- **Second Payment:** An amount of **KRW 102,000,000 (One Hundred Two Million Korean won)**, equivalent to 15% of the total Contract amount, shall be paid when the completion rate reaches 15% according to the construction schedule. The Contractor shall prepare and submit a Statement of Work Accomplished (format to be provided by the Client), to be verified and inspected by the designated representative of the Client.
- **Third Payment:** An amount of **KRW 340,000,000 (Three Hundred Forty Million Korean Won)**, equal to 50% (Fifty percent) of the total Contract amount, shall be paid when the completion rate reaches 50% according to the construction schedule. The Contractor shall prepare

and submit a Statement of Work Accomplished (format to be provided by the Client), to be verified and inspected by the designated representative of the Client.

- **Fourth Payment:** The remaining amount of **KRW 136,000,000 (One Million Thirty-Six Million Korean Won)**, which is 20% (Twenty percent) of the total Contract amount, shall be paid within 30 days after reaching a 100% completion rate according to the construction schedule and upon completion of the on-site inspection.

Any change to the agreed quotation will result in modifications to the affected items or activities.

5. **Duration of works.** The duration for carrying out the works are from **30 December 2025 to 31 March 2026** (total ninety-two days including Saturdays and Sundays as well as public holidays).

The Client pledges to make the building available to the Contractor on **30 December 2025**. The Client pledges to make the area available for renovation based on the works schedule agreed upon by both parties, as attached as Annex A. If that pledge is not fulfilled or if the payment of the Client is delayed, the Contractor shall not have the obligation to commit to the aforementioned deadline; nor shall it have the responsibility to respect it if the course of the work is delayed or modified for reasons that are only attributable to the Client; in this case, both Parties will have to agree on a new deadline. If said deadline is not extended or modified, the Contractor will be obliged to carry out the works within the established deadline. If the works cannot be completed on time due to any unforeseen cause which is beyond the control of either Party, the date of completion of the works shall be extended upon agreement in writing by both Parties. 6

- Entrance during construction: if necessary, during holidays and/or nighttime construction when the Client's representatives are not present, the Client shall temporarily provide an entrance key to the Contractor and shall return it after the construction is completed, observing the same due

diligence regarding any loss or damage to the Client's property during the construction.

- Use of parking lot during construction: The Client shall provide a parking space for one vehicle to support the contractor's work so that work can proceed properly. If a second parking space is needed, this must be communicated to the Client at least one (1) day in advance to allow for preparation.

6. Penalty for delay. Subject to Clause 12, because meeting the deadline for the Client is crucial and a key reason for awarding the Contract, a penalty for delay will apply, except in cases of natural disaster and unfavorable weather. The penalty will be 0.10% of the total price of the works as specified in Clause 3 and will be charged for each calendar day of delay from the agreed completion date. The Contractor is responsible for any damages caused by such failure to complete the works.

7. Repair or Reconstruction of Defective Work. If, within one year after the final acceptance of the Project by the Embassy, any renovation or part of a renovation that has been furnished, installed, or constructed—or caused to be installed or constructed—by the Contractor, or any work performed under this Contract, significantly fails to meet any of the Contract's requirements or specifications, the Contractor shall promptly, and at no cost to the Embassy, repair, replace, or reconstruct any defective or unsatisfactory part of the improvements. If the Contractor fails to act quickly or as required, or if urgent situations necessitate repairs or replacements before the Contractor can be notified, the Embassy may, at its discretion, make the necessary repairs, replacements, or perform the required work, and the Contractor shall reimburse the Embassy for the actual costs within thirty (30) days of receiving the billing for such work.

8. Materials. The Contractor shall provide the necessary materials for the work, ensuring that all materials meet the construction requirements, quality standards, and quantity.

The materials needed for the work provided by the Contractor shall be inspected by the Client or a representative of the Client before use.

If it is impossible to supply the contracted product due to design changes, material modifications, or similar reasons, the necessary adjustments may be discussed and approved in writing by the Embassy. These adjustments must be made so that products of the same price and quality are available. However, the construction cost cannot be increased for this reason.

- 9. Contract Performance Bond.** To ensure the project is carried out and finished on time, the Contractor shall provide the Client with a performance bond policy for an amount of **KRW 68,000,000 (Sixty-Eight Million Korean won)**, which equals 10% of the Contract price as a guarantee and insurance requirement. The performance bond policy must cover the entire period of construction and refurbishment until the work is completed.

The Contractor shall provide the Client with a performance bond policy prior to the first payment.

- 10. Maintenance Bond.** In compliance with the obligations under this Contract and regarding potential damages resulting from the Contractor's failure to execute the works according to the agreed terms and conditions, the Contractor shall be responsible for one year (365 days) after the completion of the works for any imperfections caused by poor execution. The Contractor must correct them promptly and will bear the costs incurred during the correction upon written notification from the Client. If the Contractor does not perform the required work within thirty (30) days of receiving notice from the Client, the Client has the right to carry out such work using its own workers or hire others to do so. All expenses related or incidental to this shall be recoverable from the Contractor or deducted from any monies owed to or due from the Contractor, or from any of the Contractor's guarantees. The Contractor shall not be liable for damages caused by residents, workers in the buildings, or other non-agent persons.

a. As an additional guarantee or bond for one year after the last payment, the Contractor shall submit a Maintenance Bond to the Client, issued by an insurance company for an amount equal to 5% of the Contract price. Therefore, the Maintenance Bond, under the terms and conditions of this Contract, shall refer to the maintenance surety insurance issued by the

"Korea Specialty Contractor Financial Cooperative (KSCFC)," amounting to **KRW 34,000,000 (Thirty-Four Million Korean won)**. The Contractor shall ensure this guarantee remains valid for one (1) year after the last payment.

b. If the Contractor fails to comply with the terms and conditions outlined herein, resulting in actual legal losses, the Client shall have the right to claim compensation from the Contractor. If the Contractor does not pay the compensation, the Client may claim the Maintenance Bond for an amount equal to the losses caused by the Contractor. The Maintenance Bond is without prejudice to any other remedy the Client may pursue against the Contractor for breaching this Contract.

11. Quality and Administration of the Works.

a. The Client shall designate First Secretary and Consul Flaureen Dacanay as the representative(s) responsible for handling matters related to the works, and the Contractor shall designate Mr. Gaeng Doo Han as the representative of Shammah Co., Ltd. to oversee the Premises, supervise the works, attend meetings related to the works as required by the Client, and execute the works strictly in accordance with the plan for the Refurbishment and Renovation of the Embassy of the Republic of the Philippines in Seoul.

b. If any issues with quality or management arise, the Client shall notify the Contractor in writing through the Contractor's representative to work together on resolving the problem.

c. If a serious accident occurs during construction, the Contractor shall immediately notify the Client in writing and take all necessary measures to rectify the situation.

d. If, after the Client's inspection, the Works do not meet the requirements of this Contract due to the Contractor's violation or non-compliance with any terms and conditions, the Contractor shall be responsible for all resulting losses and damages.

e. If the Contractor does not actively respond to rectify defective quality or performance as agreed, this will be considered a material breach of the Contract and may result in contract termination or withholding payment by the Client until the issue is resolved.

12. Final Inspection, Acceptance, and Maintenance.

- a.** The Client shall carry out the final inspection of the completed works before the last payment is paid.
- b.** If the Contractor cannot deliver the completed works on time, it will be considered overdue, and as a result, the Client has the right to choose either (a) to impose fines on the Contractor as specified in Clause 6 until the Contractor delivers the completion, or (b) to terminate the Contract as outlined in Clause.

13. Termination of the Contract.

- a.** The Client may terminate the Contract without paying compensation to the Contractor if the Contractor fails to comply with any provision of the Contract.
- b.** The Contractor has the right to end the Contract without paying compensation to the Client if the Client fails to comply with any part of the Contract.
- c.** If either Party's fault causes the termination of the Contract or non-compliance with the Contract, that Party shall be responsible for paying compensation to the other for losses and actual damages that may arise.

14. Addresses. Regarding modifications and requirements, both Parties' addresses will be the ones listed at the beginning of this Contract. All notifications must be sent by registered letters.

15. This Agreement shall be interpreted in accordance with the laws of the Republic of Korea and international law. In the event of any dispute or disagreement arising between the parties in connection with the agreement, the parties shall make their best effort to resolve such dispute or disagreement amicably. If such dispute is not amicably settled within thirty (30) days from the first written notice, the parties shall explore other alternative methods of settlement permitted under the laws of the Republic of Korea for its final resolution.


16. The Contractor must comply with all applicable laws, rules, and regulations, including obtaining any necessary authorizations, permits, and licenses from the relevant authorities, at its own expense, to complete the work and services specified in the agreement. Any liability, fine, or penalty resulting from the Contractor's violation of any law or regulation is solely its responsibility and does not exempt it from fulfilling its contractual obligations.
17. Obligation of the Contractor to follow the Client's reasonable instructions and to keep the latter regularly informed about the progress of the work to be performed.
18. Neither party may assign or transfer its rights under the agreement to third parties without prior consent from the other party.
19. The parties agree that each is an independent entity. Nothing in the contract shall be interpreted as making any party an agent of the other, or creating an employment, partnership, or joint venture of any kind between them. The Client and Contractor mutually agree that there is no employer-employee relationship between the Client and the Contractor or its subcontractors, officers, employees, agents, representatives, and/or third parties.
20. The agreement represents the complete understanding of the parties and overrides any previous agreements, whether written or oral, that may exist between them. Any changes to the terms of the Contract must be mutually agreed upon in writing by both parties.
21. Nothing herein shall be interpreted to waive or otherwise affect the immunities and privileges of the Client under international laws and principles.
22. All obligations, work, and services to be performed by the Contractor shall be carried out solely by it and shall not be outsourced or subcontracted without the Client's prior written approval. If the Client approves such outsourcing or subcontracting, the work performed by the Contractor's subcontractors or outsourced providers will be considered as the Contractor's performance, and the Contractor will be responsible for ensuring that this work complies with the provisions of this contract.

23. The parties agree to keep all dealings, transactions, communications, correspondences, documents, and records (Confidential Information) related to the contract strictly confidential. Both Parties shall not disclose such information to any third party without prior written consent from the other Party, regardless of whether the information was acquired before, during, or after the contract's completion. This obligation shall continue even after the agreement terminates.
24. The Contractor will protect the area around the Embassy during the work. Once finished, all materials that were removed shall be restored to their original positions at the Contractor's own expense.
25. The Contractor shall be responsible for the final cleaning of the works and for removing construction waste from the site to a designated disposal facility in accordance with Korean law. The Contractor shall also be responsible for paying municipal deposits for waste management and municipal fees for placing building materials on public roads.
26. This Contract is done and recognized by both parties only in its English version.

AS PROOF OF CONFORMITY WITH WHAT IS STATED ABOVE, THE PARTIES ENDORSE AND SIGN TWO COPIES OF THE PRESENT CONTRACT.


**For the Embassy of The Republic of
Philippines in Seoul, Korea**

For the Shammah Co., Ltd.


Bernadette Therese C. Fernandez
Ambassador

Embassy of Republic of Philippines to
Republic of Korea


Gaeng Doo Han
CEO
Shammah Co., Ltd.


FLAUREEN DACANAY
First Secretary and Consul
Embassy of Republic of Philippines to
Republic of Korea
[Witness]


JIHOO PARK
Executive Director
Shammah Co., Ltd.
[Witness]

Annex A

IMPROVEMENT / RENOVATION WORKS FOR SELECT AREAS OF THE PHILIPPINE EMBASSY

Terms of Reference

I. Background

The Embassy of the Republic of the Philippines is planning to refurbish select areas of the Chancery, which were not included in the previous renovation works from 2022 to 2024:

1. Refurbish the perimeter wall at the back of the property, including increasing the height for added security, and the construction of a movable gate to secure the parking slot at the farther end of the said wall.
2. Reconfiguration of the consular office in Room 102 to accommodate the additional services for the clients
3. Renovate the back parking area, including but not limited to the following:
 - a. Construction of a canopy roof for pedestrians (from the back gate to the building entrance)
 - b. Enclosing the foyer to weather-proof the said area
 - c. Replacement of floor tiles
 - d. Partial conversion of stairs to ramp, for ease of transporting heavy packages via wheeled cart through the back parking area
 - e. Refurbishment of plant boxes
 - f. Landscaping, including refurbishing plant boxes
4. Replace broken wall marble tiles in the lobby corridors for all floors, and construct shoe changing areas in select floors

Furthermore, upon inspection, the selected drainage installed on the rooftop should be repaired. These are still the same drainage which came with the building when it was purchased in 2013, and it is highly likely that the drainage material had deteriorated due to wear and tear.

II. Scope of Work

The scope of work for the renovation is as follows, but not limited to:

1. Architectural

Perimeter Wall

- a. Refurbish the perimeter wall, for both sides, and to strengthen the wall
- b. Increase wall height
- c. Construct and install a movable door or gate for the single parking slot at the far end of the perimeter wall

Annex A

Room 102

- a. Construction and installation of one frontline counter
- b. Transfer of the existing ceiling-mounted air conditioner from the client's waiting area to the back-end office area

Back Parking

- a. Removal and installation of new flooring (e.g. tiles) suitable for all seasons and weather conditions
- b. Partial conversion of stairs to ramp, and installation of handrails
- c. Refurbish plant boxes
- d. Relocation of existing rainwater drainage
- e. Improvement and relocation of flagpoles
- f. Construction of a fixed canopy for the pedestrian
- g. Construction of additional perimeter wall, to delineate the property line between the Embassy and the next building
- h. Construction of a windbreak room

Lobby Corridors

- a. Repair of broken wall tiles
- b. Construction and installation of shoe changing areas in the 3F and 4F elevator lobby areas
- c. Installation of automatic sliding door at the main entrance of the 1F toilet to close the said area

2. Electrical

- a. Construction/Installation of additional electrical sockets in the additional frontline counter for office equipment, and for the new location of the ceiling-mounted air conditioner
- b. Repositioning of existing LED lights, if necessary, in Room 102
- c. Installation of additional LED lights for 1F toilet lobby, and back parking works

3. Painting

- a. Repainting of the steel gate, including the frame
- b. Repainting of perimeter wall

4. Testing and Commissioning – include the required testing and commission of electrical and mechanical components of the renovation works

5. Cleaning and Disposal Works – include site clearing, restoration of damaged items during construction, and disposal of construction debris at the Contractor's disposal area.

III. *Supervision of Renovation Works*

The Contractor is responsible for supervising the implementation of the renovation according to the contract arrangements between the Embassy and the Contractor.

Annex A

Prospective Contractors are permitted to visit the site, provided they coordinate in advance with the Embassy's Property Officer to schedule the visit.

IV. Duration of Services

The Contractor shall complete and implement its scope of work within three (3) months of the effectivity of the Contract, but not beyond 31 March 2026.

V. Qualification of the Company and Submission of Proof of Technical, Financial and Legal Capacity

The prospective Contractors shall have the following minimum qualifications:

PARTICULARS	REQUIRE QUALIFICATIONS
Technical	With at least five (5) years of experience in the field of building construction/renovation With at least ten (10) past renovation/construction projects
Financial	Submission of audited 2024 Financial Statements Computation of the Net Financial Contracting Capacity (NFCC) (<i>formula for computation is attached in Annex C</i>). The figure derived from the calculation should at least be equal to the approved budget of the contract (see Section VI).
Legal	Submission of a copy of a valid Business Registration issued by the appropriate district tax office of the Republic of Korea

Non-compliance with the above qualification requirement constitutes grounds for being classified as **NON-ELIGIBLE**.

VI. Approved Budget for the Contract

The Approved Budget for the Contract is **Seven Hundred Forty Million Korean Won** (KRW 740,000,000), inclusive of all applicable fees for securing permits and other construction documents, necessary insurances, and other fees.

VII. Bill of Quantities

Annex A

Item No.	Description	Qty.	Unit
A. Over-All Construction			
1	Materials Handling	60	Day
2	Site cleanup	1	Lot
3	Delivery / Transit	1	Lot
4	General Cleaning after construction is completed	1	Lot
5	Waste Lifting	1	Lot
6	Waste Disposal	5	Lot
7	Rental of Heavy Equipment	1	Lot
B. Room 102 – Consular Office			
1	Installation and dismantling of temporary partitions	1	Lot
2	Electrical Work	1	Lot
3	Relocation / Moving of the Airconditioning Unit to the backend office	1	Lot
4	Frontline Counter Signage (metal material with backlight) replacement for Civil Registry and Notarials	1	Lot
5	Frontline Counter Signage (metal material with backlight) production for additional counter	1	Lot
6	Painting	1	Lot
7	Construction and installation of frontline counter	1	Lot
8	Construction and installation of door	1	Lot
9	Demolition of the wall (beside Other Services counter)	1	Lot
10	Construction and installation of folding accordion door	1	Piece
C. Signage Production and Installation			
1	Offices Signage Construction and Installation	1	Lot
2	Rooms Signage Construction and Installation	1	Lot
D. Improvements in Lobby Area			
1	Main Embassy Office Directory signage production and installation at the 1F lobby	1	Lot
2	Construction and installation of shoe cabinet furniture (for 3F and 4F lobby areas)	1	Lot
3	Installation of automatic doors in the 1F toilet	1	Lot
4	Ventilation work for the basement and 1F toilets	1	Lot
5	Basement Toilet door repair	1	Lot
E. Other interior improvements			
1	Repair of select damaged marble wall tiles	1	Lot
2	Ventilation work for the 4F toilet	1	Lot
3	Construction of modular shelving and cabinet furniture for the basement storage	1	Lot
4	Interior finishing work for basement storage	1	Lot
F. Windbreak Room at the Back Access Door			
1	Structural Reinforcement	1	Lot
2	Insulated Frame	1	Lot

Annex A

3	System Insulated Door	1	Lot
4	Double / Insulated Glazing of Glass Walls	1	Lot
5	Ceiling Construction	1	Lot
6	Installation of LED lights	1	Lot
7	Repositioning of existing CCTV camera at the rear building entrance door	1	Lot
8	Repair of existing canopy roof	1	Lot
9	Demolition of floor and stairs	1	Lot
10	Demolition of ceiling	1	Lot
11	Painting	1	Lot
12	Galvanized Steel Canopy	1	Lot
13	Construction and Installation of Insulated Automatic Door	1	Lot
14	Installation of stone material for stairs	1	Lot
15	Installation of stone material for flooring	1	Lot
G. Exterior Pedestrian Canopy			
1	Fabrication of structural steel frames and marble reinforcement	60	Sqm
2	Installation of aluminum sheet for roof of canopy	75	Sqm
3	Installation of SMC and LGS material for ceiling of canopy		
4	Aluminum moulding for canopy ceiling	55	M
5	Installation of lights	1	Lot
6	Electrical work	1	Lot
7	Construction of rain gutter	20	M
8	Construction and installation of SUS drainage pipe	3	Piece
9	Installation of SUS drain on canopy roof	1	Lot
10	Construction of ramp for wheelchair and cargo carts	1	Lot
11	Construction and installation of handrail (for the ramp)	1	Lot
12	Construction and installation for gas pipe grill	15	M
H. Construction of Flagpole Stands for Back Parking			
1	Structure reinforcement of existing flagpole stands	1	Lot
2	Granite material	1	Lot
3	Production and installation of signs for flag stands	1	Lot
4	Formwork manufacturing	1	Lot
5	Concrete pouring	1	Lot
6	Production of flag poles	2	Set
I. Construction of Garden Box and Landscaping			
1	Removal and disposal of existing tree	1	Lot
2	Removal and disposal of garden soil	1	Lot
3	Construction of outdoor garden box	1	Lot
4	Planting of Rhododendron	1	Lot
5	Structure Fabrication	33	Sqm
6	Construction of steel perimeter wall (galvanized zinc panel sheet)	75	Sqm

Annex A

7	Waterproof plywood	33	Sqm
8	Pillar cap	5	Piece
9	Installation of waterproof lighting	14	M
J. Repair of Back Parking Flooring and Gate			
1	Parking floor demolition	220	Sqm
2	Transportation cost	150	Sqm
3	Manufacturing and installation of SUS steel divider and trim	1	Lot
4	Repainting of Vehicle and Pedestrian Gates, including base structure	1	Lot
5	Vehicle Automatic and Pedestrian Gates repair work	1	Lot
6	Manufacturing of the upper structure of the Gates	1	Lot
7	Electrical and Lighting Work	220	Sqm
8	Hight strength ceramic tile for flooring	220	Sqm
9	Pipe cover manufacturing	1	Lot
10	Relocation of outdoor units of ACUs	1	Lot
K. Perimeter Wall Construction			
1	Installation of temporary fence wall	120	Sqm
2	Demolition of existing fence	72	Sqm
3	Formwork manufacturing	30	M
4	Concrete pouring	3	Cubic meter
5	Steel Structure	115	Sqm
6	Fabrication of the lower base structure	15	Piece
7	Matte concrete	120	Sqm
8	Processed concrete	120	Sqm
9	Metal reinforcement for the two-legged	30	M
10	Marble reinforcement truss	250	Sqm
11	Manufacturing of thick structures	30	M
12	Installation of LED lights	30	M
13	Production of coat of arms for the gate (to be installed in the perimeter wall after completion of work)	1	Lot
14	Equipment rental	1	Lot
15	Design services (including structural calculations)	1	Lot
L. Small Parking Lot Construction			
1	Installation of automatic sliding door	1	Lot
2	Demolition of floor and finishing	1	Lot
3	Repair of stairs and surrounding finishes	1	Lot
4	Exterior painting	1	Lot
5	Installation of external lighting	1	Lot
M. Repair Works at the Rooftop Area			
1	Repair of flagpole stands, including production of appropriate signages	2	Set
2	Exterior marble repair (damaged by old/rotting rain gutters)	6	Set

Annex A

3	Heavy Equipment Rental	1	Lot
4	Rain Gutter Repair	6	Lot

VIII. Terms of Payment

In consideration of the scope of works outlined in this Terms of Reference, payment to the Contractor will be made according to the following schedule:

<i>Billing Particulars</i>	<i>Conditions / Requirements</i>
Down Payment (15%)	Upon signing the contract and receipt of the performance bond, the Embassy shall pay the down payment of 15% of the contract price to the Company before construction begins.
1 st Progress Payment (15% of contract price)	Upon completion of 15% of the project
2 nd Progress Payment (50% of contract price)	Upon completion of 50% of the project
3 rd Progress Payment (20% of contract price)	Within 30 days after Final Acceptance of the Project

No claims for payment will be processed or paid unless properly supported by complete documentation.

IX. Contract Performance Bond

To ensure the project is completed on time, the Company must submit a performance bond policy to the Embassy, amounting to at least 10% of the contract price as a guarantee and insurance.

X. Warranty Period/Maintenance Bond

1. The Contractor must provide the Embassy with a warranty policy or maintenance bond equal to at least 5% of the total project amount. The maintenance bond, under the terms and conditions of the contract, shall mean the maintenance surety insurance issued by the "Korea Specialty Contractor Financial Cooperative (KSCFC)", which is equivalent to at least 5% of the total contract price. The Company shall maintain the guarantee's validity for a period of one (1) year following the last payment.
2. The Company must repair defects caused by the renovation project for one (1) year after completion of the project.

XI. Submissions/Deliverables

Annex A

The Contractor shall prepare and submit the following documents upon submission of its quotation:

1. Perimeter Wall and Interior Design Proposal/Concept Design
2. Drawings
 - a. Floor Plan
 - b. Elevation
 - c. Electrical
 - d. Ceiling
3. Detail/Finishing Material List
4. Sample Board
5. Project Schedule

Non-compliance with the above qualification requirement constitutes grounds for being classified as **NON-ELIGIBLE**.

PHOTOGRAPHS OF AREAS TO BE RENOVATED/IMPROVED

Room 102



Perimeter Wall

From inside the premises (side of Room 101)



From inside the premises



From outside the premises



Small parking lot on the far end of the wall



Access to the exterior side of basement area
(currently used for outdoor units of ACUs)



Back Parking





ANNEX C

COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

The prospective Contractor must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(Current assets minus current liabilities) x 15] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the Securities and Futures Commission (SFC).

	Amount
Current Assets	
Minus: Current Liabilities	
Sub-Total	
Multiplied by 15	
Sub-Total	
Minus: Value of Outstanding Contracts	
NFCC	

Submitted By:

Name of Contractor : _____

Name and Signature of Authorized Representative : _____