



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

20 December 2025

Dear Mr. Jeong,

Please be informed that, per Notice of Award dated 19 December 2025, issued by the Head of Procuring Entity, your company, **MK INC.**, is hereby given this Notice to Proceed in connection with the procurement of a contract for the supply and delivery of 2026 ASEAN Commemorative Rollerball Pens 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.

Sincerely yours,


BERNADETTE THERESE C. FERNANDEZ
Ambassador and Head of Procuring Entity

Mr. JEONG MIN-KYUNG
CEO, MK Inc.
4F 287 Gukhoe-daero,
Yangcheon-gu, Seoul
Email: m2@penmaster.co.kr

CONTRACT

The Contract for the Supply and Delivery of 2026 ASEAN Commemorative Rollerball Pens as Tokens During Official Events ("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. Hernandez, and **MK INC.** ("Supplier"), 4F 287 Gukhoe-daero, Yangcheon-gu, Seoul represented by Mr. Min-Kyung Jeong.

I. Scope of Work

The Supplier agrees to supply and deliver one hundred (100) quality rollerball pens with colored printing. These will be distributed as tokens during official Embassy events and activities.

II. Specifications

Size	Height: 0.47 mm Width: 0.47 mm Length: 5.51 mm Weight: 0.5 grams approx.
Color	White
Housing Material	<ul style="list-style-type: none">Impact-resistant plastic
Features	<ul style="list-style-type: none">With clipWith ergonomically shaped grip surfaceWith replaceable ink cartridge, the following ink colors should be available: black, blue and red.

III. Printing of the 2026 ASEAN Commemorative Logo

The Supplier shall print the logo on the rollerball pen using color printing. The Supplier shall recommend the ideal size/dimensions of the logo, which the Embassy shall approve before production.

For reference, below is the design of the logo:



IV. Deliverables

- The Supplier shall supply and deliver one hundred (100) pieces of

- rollerball pens with the 2026 ASEAN logo print.
- b. The delivery location of the rollerball pens is the Embassy of the Philippines, 80 Hoenamu-ro, Yongsan-gu, Seoul 04346.

V. Delivery Schedule

The Supplier shall deliver 100 rollerball pens to the designated delivery location on or before 31 December 2025.

VI. Contract Price

The Embassy agrees to pay **Two Million Nine Hundred Eighty Thousand Korean Won** (KRW 2,980,000) for one hundred (100) rollerball pens with the printed 2026 ASEAN logo. If the Embassy requires additional rollerball pens, the cost will be calculated at **Twenty-Nine Thousand Eight Hundred Korean Won** (KRW 29,800) per additional rollerball pen.

VII. Terms of Payment

Payment shall be made within ten (10) days after fulfillment of the contract. The Embassy shall deposit the payment to the Supplier's bank account with the following details:

- | | |
|-------------------|----------------------------------|
| a. Account Name | : MK I&C Co., |
| b. Account Number | : 052-111333-04-010 |
| c. Bank | : Industrial Bank of Korea (IBK) |

VII. Miscellaneous

The Embassy and the Supplier 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.

VIII. 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.

IX. Termination

If either the Embassy or the Supplier breaches its obligations under this Contract, the other party may terminate this agreement by providing the breaching party with at least thirty days' written notice, except that such notice will not lead to termination if the breaching party remedies the breach before the thirty-day period ends.

X. Settlement of Disputes

The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the contract or its breach, termination, or invalidity.

XI. Observation of Laws

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

XII. Immunity

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

XIII. Entire Contract

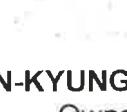
This Contract constitutes the entire Contract between the Parties. No modification or amendment of this Contract shall be effective unless in writing and signed by both Parties.

20 DECEMBER 2025

[EMBASSY]


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

[SUPPLIER]


MIN-KYUNG JEONG
Owner
170-87-01750
MK Inc.
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