



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

10 June 2026

Dear Mr. Lee,

Please be informed that, per Notice of Award dated 08 June 2026, issued by the Head of Procuring Entity, your company, **CAFÉ RUN**, is hereby given this Notice to Proceed in connection with the procurement of a contract for the hiring of a mobile coffee truck for the Pistang Pinoy sa Korea 2026 on 14 June 2026, upon signing of the Contract.

This Notice is issued in accordance with the 2025 Implementing Rules and Regulations of Republic Act No. 12009, otherwise known as the New Government Procurement Act.

Sincerely yours,


BERNADETTE THERESE C. FERNANDEZ
Ambassador and Head of Procuring Entity

Mr. YUN-TAE LEE

Business Owner, Cafe Run
14 Jangmun-ro Woosung Bldg,
No. 102, 51-2 Yongmasan-ro 139gil
Jungnang-gu, Seoul
Email Address: cafe_run@naver.com

CONTRACT

The Contract for Hiring of a Mobile Coffee Truck for the Pistang Pinoy sa Korea 2026 on 14 June 2026 (“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 **CAFÉ RUN** (“Supplier”) 14 Jangmun-ro Woosung Bldg, No. 102, 51-2 Yongmasan-ro 139gil, Jungnang-gu, Seoul, represented by Mr. Yun-Tae Lee, business owner, jointly known as “Parties”.

I. Objective

The Embassy agrees to hire the Supplier for the Pistang Pinoy sa Korea 2026, hereinafter referred to as the “Event”. The details of the event are as follows:

- a. Date : 14 June 2026 (Sunday)
- b. Time : 7:30 AM until 2:00 PM. Supplier may start setting up at 6:30 AM to 7:30 AM, and distribution of drinks can commence at 7:30 AM until 2:00 PM or while supplies last.
- c. Address : Seoul Battleship Park, 401 Mapo naru-gil, Mapo-gu, Seoul

II. Scope of Work

For this Event, the Supplier agrees to:

- a. Provide the following:
 - i. Hot and cold beverages for the agreed-upon event menu for the guaranteed number of guests
 - ii. Appropriate quantity of disposable cups, straws, and cup sleeves
- b. Provide a retrofitted coffee truck for the drink preparation. This shall be parked at the designated parking space, to be determined by the Embassy and as allowed by the venue.
- c. Handle the food waste disposal management for the event. This includes food waste from the lunch portion of the event.
- d. Coordinate with the Seoul Battleship Park Office on the rules and regulations of the park for coffee truck operations

The Embassy agrees to provide the following:

- a. Sticker design for the cup sleeves. The design should be submitted to the Supplier on or before 11 June 2026. The Supplier will produce and prepare the stickers.
- b. Designs for production of small banners for display on the coffee truck. These will be produced and installed by the Supplier.

III. Contract Price

Based on the scope of work of the Supplier listed above and as agreed by the Parties, the contract price for this project (500 beverages, plus food waste disposal management) is **Two Million One Hundred Fifty Thousand Korean Won (KRW 2,150,000)**.

IV. Attendees

The Supplier agrees to provide beverages for five hundred (500) persons at the event. The Supplier shall inform the Embassy once the maximum number of cups (500) has been reached. The Supplier shall seek the Embassy's approval before dispensing any additional beverages beyond the maximum allocation of 500 cups. In the event that the distribution of beverages exceeds 500 cups, the Supplier will charge the Embassy Forty Thousand Won (KRW 40,000) for the excess quantity, in increments of 10 cups, rather than per cup.

V. Menu

The Supplier, as approved by the Embassy, shall serve the following beverages during the event:

1. Americano (with iced and hot options)
2. Latte / Café Latte (with iced and hot options)
3. Chocolate Latte (with iced and hot options)
4. Grapefruit Ade (iced only)
5. Peach Iced Tea (iced only)

VI. Beverage Services

The Supplier agrees to deliver the beverages on the menu through the following:

- a. Packaging:

- i. For cold beverages – disposable 14 oz plastic cup with lid, disposable plastic straw, and coffee cup sleeve
 - ii. For hot beverages – disposable 10 oz paper cup with lid, and coffee cup sleeve
- b. Provision of two (2) personnel to prepare and distribute the beverages. The said personnel shall be allowed a thirty (30) minute lunch break, but not at the same time
- c. Produce the banner designs provided by the Embassy and install in the exterior of the coffee truck
- d. Bring the necessary equipment (e.g. generator) and kitchen supplies for the service

VII. Food Waste Disposal Management

The Supplier shall be in charge of the following:

- a. Provision of food waste buckets with cover, to be installed and ready by 9:30 AM. The location of these buckets shall be determined by the Embassy and communicated to the Supplier at least one (1) working day before the event.
- b. Designation of one (1) service personnel with duty schedule from 12:30 PM until 2:00 PM for the collection of food waste every thirty minutes, starting at 12:30 PM, or as needed/instructed by the Embassy
- c. Adequate supply of Mapo Gu Office-accredited food trash bags during the event
 - i. In case the Supplier will not be able to supply district-accredited food trash bags, the Supplier should provide an adequate supply of appropriate trash bags. The Supplier will be responsible for the proper handling of food waste disposal in accordance with the rules and regulations of the Gu where its physical office is located.
- d. Hauling and disposal of food waste after the event.

VIII. Indemnification and Hold Harmless

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

IX. Terms of Payment

The Embassy shall pay the Supplier the total amount of **Two Million One Hundred Fifty Thousand Korean Won (KRW 2,150,000)** for the hiring of a mobile coffee truck for the Pistang Pinoy sa Korea 2026 on 14 June 2026. However, the contract price may increase if the quantity of beverages served exceeds 500 cups (see “*Section III: Attendees*” for the cost per 10 cups). The payment shall be deposited into the Supplier’s bank account within ten (10) working days from the fulfillment of the Contract.

The bank account details of the Supplier are as follows:

- a. Bank Name : IBK / Industrial Bank of Korea
- b. Account Name : Lee Yun-Tae
- c. Account Number : 011-091437-01-012

X. 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 in writing by either Party and are subject to the availability of suppliers and contractors in Seoul, South Korea.
- c. *Government Auditing Rules and Regulations.* This contract shall be subject to the applicable accounting and auditing rules of the Government of the Republic of the Philippines.

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. 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.

XII. Settlement of Disputes

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

XIII. Observation of Laws

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

XIV. 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.

XV. 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.

09 JUNE 2026

[EMBASSY]

[SUPPLIER]


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

YUN-TAE LEE
Business Owner
Café Run

