Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BAGONG PILIPINAS

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

11 November 2026

Dear Ms. Jaung,

Please be informed that, per Notice of Award dated 08 November 2026, issued by the Head of Procuring Entity, your company, **GALLERY ALLEY**, is hereby given this Notice to Proceed in connection with the procurement of a contract for the short-term lease of exhibit space for "The March at Midnight, Seoul Series" by Andie Remulla, in commemoration of the Philippines' Chairship of the 49th ASEAN Summit, from 23 to 27 November 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

Ms. JAUNG EUIYOUNG
CEOs, Gallery Alley
118, 589, Gangnam-daero,
Seocho-gu, Seoul
E-mail: galleryalley.official@gmail.com
Mobile No.: 010-3088-1398

GALLERY ALLEY

Exhibition Venue Rental Agreement

This Agreement is entered into on 08 November 2026 by and between the following parties for the temporary rental of exhibition space for the photo exhibition described below.

Venue provider	Hirer
Gallery Alley Business Registration No. 619-16-17892 Representative: Jaung Euiyoung Tel.: 02-547-0316 Unit 118, Commercial Building, Mulberry Hills, 589 Gangnam-daero, Seocho-gu, Seoul, Republic of Korea	Embassy of the Republic of the Philippines in Seoul 80 Hoenamu-ro, Yongsan-gu, Seoul 04346, Republic of Korea Authorized representative: Ambassador Bernadette Therese C. Fernandez Contact: 02-788-2100

1 Purpose and premises

The Venue Provider shall make the gallery at the address above available to the Hirer for The March at Midnight, Seoul Series by Andie Remulla, commemorating the Philippines' Chairship of the 49th ASEAN Summit. The space shall accommodate nine photographic artworks of varying sizes and an opening reception for 60 guests. The agreed reception arrangements include use of the gallery and access to Alley Lounge.

2 Rental schedule

Activity	Date and time
Installation and ingress	22 November 2026; exact access hours to be agreed in writing
Exhibition and public viewing	23-27 November 2026; 11:00 a.m.-9:00 p.m. daily
Opening reception	23 November 2026; 2:00-4:00 p.m.; 60 guests
Removal and egress	28 November 2026; exact access hours to be agreed in writing

Installation and removal are separate from the five exhibition days. The rental package covers the scheduled use above. Any extension requires prior written agreement, including any additional fee.

3 Rental fee and payment

The rental package fee is KRW 1,500,000 (one million five hundred thousand Korean won), exclusive of VAT. VAT at 10% is KRW 150,000. The total amount payable, including VAT, is KRW 1,650,000 (one million six hundred fifty thousand Korean won). No additional service or charge shall be incurred on behalf of the Hirer without its prior written approval.

The Hirer shall pay the full amount by bank transfer within ten (10) days after completion of the contract, including the agreed removal and return of the premises. The Venue Provider shall provide the payment documentation reasonably required for processing.
KB Kookmin Bank | Account No. 059401-04-290044 | Account holder: Gallery Alley (Jaung Euiyoung)

4 Facilities and equipment

The Venue Provider shall provide exhibition lighting in the required quantity. Microphone, speakers, tables, table covers, chairs, projector, trolley and ladder shall be provided upon request. Equipment quantities and the reception layout shall be agreed in writing before installation.

Wall or ceiling hanging rails and a podium are required by the Hirer's Terms of Reference. Their availability and inclusion shall be confirmed in writing before this Agreement is signed. The Hirer shall provide the accessories needed to secure the artworks. Catering, installation labor and services not expressly listed are subject to separate written agreement.

5 Parking

The parking facility is owned by the building owner, not Gallery Alley, and all vehicles are subject to parking charges. At its discretion, Gallery Alley will cover parking charges for the full duration of parking on the installation and removal days. On weekdays during the exhibition, Gallery Alley can provide parking support for up to two (2) hours. Exhibition visitors are eligible for one (1) hour of parking support; the weekday two-hour support does not apply to exhibition visitors. Any parking time beyond the supported period must be paid separately by the vehicle user at the parking payment terminal.

6 Installation and care of the premises

The parties shall agree on the persons responsible for installation and removal before ingress. The Hirer shall ensure that installation methods are approved by the Venue Provider and shall not drill, paint, or alter the premises without prior written consent. The Hirer shall comply with the Venue Provider's exhibition guidelines and installation instructions to prevent damage to the walls and wall finishes, including damage caused by applying or removing adhesive tape or other attachment materials. The parties shall record any existing damage at handover. The Hirer shall remove its artworks and belongings and return the premises in the condition received, allowing for ordinary wear and tear.

7 Artwork and damage

The Hirer shall arrange transport, handling and any insurance it considers necessary for the artworks, unless otherwise agreed in writing. Each party shall be responsible for direct physical damage caused by its own negligent or intentional acts, or those of persons acting on its behalf, subject to applicable law. Any incident shall be promptly reported and documented. This Agreement does not establish the value of any artwork or impose automatic liability merely because an artwork is on the premises.

8 Changes cancellation and events beyond control

Changes to dates, hours, equipment or services require written agreement by authorized representatives of both parties. A party seeking cancellation shall promptly notify the other in writing. Neither party shall impose a cancellation fee that has not been separately agreed in writing. Any agreed payment or refund shall reflect services already provided and documented, unavoidable costs expressly approved by the other party.

If an event beyond a party's reasonable control prevents performance, the affected party shall promptly notify the other and take reasonable steps to limit the impact. The parties shall consult in good faith on rescheduling or termination and agree in writing on any payment for services actually provided and any refund for services not provided.

9 Coordination and agreement

Operational contacts may coordinate day-to-day arrangements but may not amend the fee or material terms unless authorized. The parties shall first seek to resolve disputes through good-faith consultation. No provision of this Agreement shall be construed as a waiver of any privileges or immunities enjoyed by the Hirer under applicable law. Any choice of governing law, forum or binding dispute procedure shall require separate written agreement by authorized representatives.

This Agreement and any schedules signed by both parties constitute their agreement on the rental. Amendments must be in writing and signed by both parties. The quotation dated 27 October 2026 may be attached for reference; any inconsistency shall be resolved by a written clarification signed by both parties before signing this Agreement.

10 Signatures

For Gallery Alley	For the Embassy of the Republic of the Philippines in Seoul
Name: Jaung Euiyoung Title: Representative Signature: Jaung Date: 2026. 11. 08.	Name: Bernadette Therese C. Fernandez Title: Ambassador Signature: Date: 09 November 2026