Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BAGONG PILIPINAS

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

11 November 2026

Dear Messrs. Shin and Shim,

Please be informed that, per Notice of Award dated 08 November 2026, issued by the Head of Procuring Entity, your company, **PEACE AND PARK CONVENTION (BTCN CO., LTD.)**, is hereby given this Notice to Proceed in connection with the procurement of a contract for professional banquet services for the hosted reception after the 49th ASEAN Summit and Related Summits on 07 December 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

Messrs. SHIN HAK-CHUL AND SHIM SUN-SIK
CEOs, Peace and Park Convention (BTCN Co., Ltd.)
29 Itaewon-ro, Yongsan-gu, Seoul

Through : **Song Hong Lyul**
Manager
btcn@btcn.co.kr / konan3840@hanmail.net
010-5395-3924

PEACE & PARK
CONVENTION

Venue Rental Contract

Name of Event	The 49tn ASEAN SUmmit and Reception	venue	Park Hall(1F)
Event date/Time	7th December(Mon), 2026 (18:00~21:00)	Guaranteed No.	150
Organizer	The Embbasy of Republic of the Phillippines	Expected No.	
Phone	02-788-2100	Deposit	
E-mail		Payment	

1. Rental Fee

Division / Item	Details of use	Q	Amount	Note
Venue rental fee	All day	1	₩ 3,300,000	
Venue rental fee	Half day	1	₩ 220,000	
Total			**₩ 3,520,000**	

2. Food & Beverage

Division / Item	Details of use	Q	Amount	Note
Buffet A	77,000	150	11,550,000	
Corkage Charge		1	1,500,000	
Total			**₩ 13,050,000**	

3. Other

Division / Item	Details of use	Q	Amount	Note
LED(568inc) , Sound System (Speakers, 3 Wireless Microphones and 3 Wired Microphones)	1,500,000	1	₩ 1,500,000	
Photowall	1,500,000	1	₩ 1,500,000	
Total			**₩ 3,000,000**	

Grand Total	1+2+3	**₩ 19,570,000**	v.a.t Included

- We sincerely appreciate your interest in Peace & Park Convention for your special event and look forward to providing you with our dedicated and attentive service.
- The above document constitutes the basic terms and conditions of the contract for the event arrangements.
- The event charges will be based on the total number of guests served. However, if the actual attendance falls below the guaranteed minimum number of guests, 100% of the guaranteed minimum amount will still be charged. (The guaranteed number of guests refers to adults only.)
- All prices stated above are inclusive of VAT.
- In accordance with the Personal Information Protection Act and other applicable laws and regulations, I hereby consent to the collection and use of my personal information (name, address, and contact number) as stated above.

Monday,November 09,2026

Signed by customer BERNADETTE THERESE C. FERNANDEZ Ambassador

Signed by manager Song Hong Lyul

Banquet & Rental reservation Tel. 02-501-4527 email. konan3840@hanmail.net
Corp.BTCN Business registration number 214-86-16444 / 29 Itaewon-ro, Yongsan-gu, Seoul, Republic of Korea

Terms and Conditions

1. Purpose of the Agreement

This Agreement sets forth the terms and conditions governing the use of the event venue between BTCN Co., Ltd. (hereinafter referred to as the "Operator"), the business entity operating Peace & Park Convention, and the person using the event venue (hereinafter referred to as the "Customer").

2. Explanation and Acceptance of Contract Terms

Before entering into this Agreement, the Operator shall explain the contents of the Agreement to the Customer. The Customer shall review, understand, and agree to the contractual terms and conditions before executing this Agreement.

3. Payment Terms

The total contract price, including any additional charges arising from changes in the number of attendees or additional services requested, shall be paid immediately upon completion of the event and receipt of the invoice.

4. Cancellation and Postponement Policy

If the Customer cancels or postpones the event for personal reasons or due to circumstances attributable to the Customer, the deposit shall be non-refundable.

In addition, the Customer shall be liable for the following cancellation penalties (compensation for lost revenue):

- If the Customer cancels the Agreement more than 60 days prior to the event date, cancellation is permitted; however, the deposit shall be non-refundable.
- If the Customer cancels the Agreement within 30 days prior to the event date, the Customer shall pay 50% of the total contract amount.
- If the Customer cancels the Agreement within 15 days prior to the event date, the Customer shall pay 100% of the Operator's total contracted revenue.
- For the purposes of the above provisions, the "Operator's total contracted revenue" refers to the total contract amount agreed upon and specified at the time of contract execution.

5. Guaranteed Minimum Number of Attendees

The total contract amount shall be calculated based on the actual number of attendees who receive the services. However, even if the actual number of attendees is lower than the guaranteed minimum number, the Customer shall still be required to pay based on the guaranteed minimum number of attendees.

6. Changes in the Number of Attendees

If the number of attendees exceeds the guaranteed number specified in the Agreement, the Customer shall notify the Operator of such changes and consult with the Operator no later than five (5) days prior to the commencement of the event.

The Operator shall not be held liable for any loss or damage to items that have not been entrusted to the Operator for safekeeping, or for losses arising from circumstances attributable to the Customer or other causes, including theft, loss, or damage caused by third parties.

8. Restrictions on Bringing Outside Food, Beverages, and Equipment

The Customer shall not bring any food, beverages, or other facilities or equipment into the event venue without the prior consultation and approval of the Operator. Furthermore, the Customer shall not display or exhibit any items within the event venue without prior authorization.

9. Use of Venue Facilities and Installation of Additional Equipment

The Customer shall not make any unauthorized alterations or modifications to the venue facilities.

Any facilities or equipment brought in and installed by the Customer, other than those provided by the Operator, shall be dismantled and removed at the Customer's own expense.

The Customer shall also be held responsible for any damage or loss to the venue's property, fixtures, or facilities arising from the installation, use, or removal of such equipment, and the corresponding costs shall be charged to the Customer.

10. Force Majeure

Neither the Operator nor the Customer shall be held liable for failure to perform their contractual obligations due to force majeure events, including natural disasters and other circumstances beyond their reasonable control.

In such cases, the deposit shall be refunded to the Customer.

11. Indemnification and Hold Harmless

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

11. Dispute Resolution and Jurisdiction

Any disputes arising in connection with this Agreement shall first be resolved through mutual consultation and amicable settlement between the parties.

If no agreement can be reached, the matter shall be governed by applicable laws and regulations, including the Civil Act and the Commercial Act of the Republic of Korea, as well as generally accepted practices.

The Seoul Central District Court shall have jurisdiction as the court of first instance.

Bank Account Details for Payment

- Bank: Industrial Bank of Korea (IBK)
- Account Number: 337-028553-04-031
- Account Holder: BTCN Co., Ltd. (주식회사 비티씨앤)

Acknowledgment and Agreement

The Customer is requested to carefully read and fully understand the above terms and conditions before signing below to confirm their acknowledgment and acceptance of this Agreement.

Date : November 9, 2026 (Monday)

Name : **BERNADETTE THERESE C. FERNANDEZ**
Ambassador