



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul



BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

24 October 2025

Dear Ms. Kwon,

Please be informed that, per Notice of Award dated 23 October 2025, issued by the Head of Procuring Entity, your company, **EWHA TRANS INC.**, is hereby given this Notice to Proceed in connection with the procurement of a short-term contract for one (1) interpreter during APEC Economic Leaders' Week, 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

Ms. SARAH KWON

Ewha Trans Inc.

10, Eonju-ro 30-gil, Gangnam-gu, Seoul

E-mail: 91skwon@gmail.com

Contact no.: 010-9524-5486

CONTRACT

The Short-Term Contract for One (1) Interpreter during APEC Economic Leaders' Week ("*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 **EWHA TRANS INC.** ("*Interpreter*") with its office at 10, Eonju-ro 30-gil, Gangnam-gu, Seoul, represented by Ms. Sarah Kwon, jointly known as "Parties".

I. Scope of Work

The Embassy shall employ the services of an interpreter for the following:

Primary

- a. Round-the-clock close coordination between the Embassy's and the Philippine Delegation's Transportation Officer and the assigned drivers of rented vehicles assigned to the Philippine Delegation – this is to avoid delays during the ground movement of Presidential convoys and attendance of Philippine Delegation officials and members to official meeting venues and events;
- b. Augment the Embassy's pool of interpreters, focusing on the administrative component during the event, such as but not limited to immediate coordination with Korean-speaking suppliers, an interpreter for the Embassy's secretariat and transportation desk in Busan,

Secondary

- a. Assist the Embassy and the members of the Philippine Delegation dealing with its Korean counterparts during the APEC Economic Leaders week in Gyeongju and Busan;
- b. Assist the spouses and accompanying guests of the Philippine Delegation in its sideline activities;
- c. Consecutive interpretation during official events and meetings, as needed; and
- d. Other interpretation services as required by the Embassy.

II. Details of the Contract

- Duration: 28 October to 02 November 2025
- Schedule: At least 6 hours per day, no definite schedule
- Call time: 08:00 AM (Embassy Secretariat in Signiel Busan)

III. Qualifications

- a. Proficient in English, both written and verbal.
- b. Ability to cope with pressure and work in a multicultural environment.
- c. Carry out any other duties as may be assigned.

IV. Assigned Interpreter

After reviewing the curriculum vitae attached to the quotation during

procurement, the Embassy has found Ms. Sarah Kwon's qualifications and work experience acceptable for the project's scope of work.

V. Contract Price

Based on the required services, the Embassy shall pay Seven Million Forty Thousand Korean Won (KRW 7,040,00) for interpretation services from 28 October until 02 November 2025 for six (6) hours per day. In the event that the actual service extends beyond the basic service hours, the interpreter shall charge the Embassy an overtime rate of KRW 150,000 per hour, or any fraction thereof.

VI. Additional Costs

The Embassy shall reimburse the interpreter for necessary out-of-pocket expenses incurred by the interpreter that are not a regular part of the routine translation procedure.

VII. Confidentiality

All knowledge and information that the interpreter acquires during the term of this Contract regarding the Embassy's business shall be kept confidential by the interpreter. Except as explicitly authorized in writing by the Embassy, the interpreter shall not disclose or publish this information, and it shall not be permitted for others to disclose or publish it.

VIII. Terms of Payment

Payment shall be made within seven (7) days after fulfillment of the contract and receipt of the invoice. The Embassy shall deposit the payment to the Interpreter's bank account with the following details:

- a. Account Name : **Kwon Sarah**
- b. Account Number : **110 172 202088**
- c. Bank : **Shinhan Bank**

VI. Miscellaneous

The Embassy and the Interpreter 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.

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. Settlement of Disputes

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

XII. Termination of Contract

This Contract may be terminated by either party with thirty (30) days' written notice and without cause. It may also be terminated immediately for cause if the Supplier fails to perform as specified in this Contract.

XIII. 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 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.

25 OCTOBER 2025

[EMBASSY]

[INTERPRETER]


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


SARAH KWON
Ewha Trans Inc.