



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

15 April 2025

Dear Mr. Jeong,

Please be informed that per Notice of Award dated 14 April 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 supply and delivery of 75th PH-ROK 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.

Very truly yours,


MARIA THERESA B. DIZON-DE VEGA
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 75th PH-ROK Commemorative Rollerball Pens for Official Use of the Embassy ("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 Maria Theresa B. Dizon-De Vega, 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 fifty (50) quality rollerball pens with the printing of the 75th PH-ROK logo based on the technical specifications provided by the Embassy. These will be distributed as tokens for high-level and distinguished guests attending the Magsaysay Laureate Exchange on 22 April 2025.

II. Specifications

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

III. Printing of the 75th Commemorative Logo

The Supplier shall put the logo on the rollerball pen via colored 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:

PHILIPPINES - KOREA
1949 - 2024



IV. Deliverables

- a. The Supplier shall supply and deliver fifty (50) pieces of rollerball pens with the 75th PH-ROK 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 50 rollerball pens to the designated delivery location on or before 21 April 2025.

VI. Terms of Payment

Payment shall be made within seven (7) 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)

15 APRIL 2025

[EMBASSY]


MARIA THERESA B. DIZON-DE VEGA
Ambassador
Embassy of the Republic of the Philippines



[SUPPLIER]


MIN-KYUNG JEONG
Owner
MK Inc.