



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

03 April 2025

Dear Ms. Moon,

Please be informed that per Notice of Award dated 02 April 2025, issued by the Head of Procuring Entity, your company, **LIMO IN KOREA**, is hereby given this Notice to Proceed in connection with the contract for transportation services (airport transfer) 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

Ms. HYE-KUNG MOON
CEO, Limo In Korea
211 Namsan Town 6th SangGa,
Dasan-ro 32, Jung-gu, Seoul
E-mail: limoinkorea@gmail.com

CONTRACT

The Contract for Transportation Services (Airport Transfers) 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 **LIMO IN KOREA** ("*Company*") with its office at #211 Namsan Town 6th SanGa, Dasan-ro 32, Jung-gu, Seoul represented by Ms. Hye-Kyung Moon.

I. Scope of Work

The Embassy shall engage the services of the Company to supplement the Embassy fleet by providing airport transfers for the CREATE MORE Korea delegates.

Below are the flight details and hotel accommodations of the delegates:

Flight Details

- Arrival
06 April 2025 (Sunday) via PR468 (Philippine Airlines)
ETA 1920H (7:20 PM)
- Departure
09 April 2025 (Sunday) via KE623 (Korean Air)
ETD 18:50H (6:50 PM)

Accommodation Details

- Lotte Hotel Seoul (30 Eulji-ro, Jung District, Seoul)
- Ibis Ambassador Hotel (59-5 Myeong-dong 1(il)-ga Jung-gu Seoul)

Airport Pick-up during Arrival

- Lotte Hotel Seoul
- Ibis Ambassador Hotel

Airport Drop-off during Departure

- Ibis Ambassador Hotel

The contract price will encompass the driver, insurance coverage, fuel replenishment costs, parking fees, and toll fees. The accommodations and meeting locations are situated within Seoul.

II. Expected Deliverables

- a. The Company shall ensure that the vehicles assigned to the Embassy are in excellent condition. However, in the event that a vehicle breaks down, the Company will arrange for its immediate replacement without delay.
- b. The assigned vehicle shall include a driver who preferably speaks English.
- c. The assigned vehicle should be from the year 2020 or later.
- d. The Embassy is not liable for the maintenance of the Company's vehicles. The Company shall be responsible for the maintenance of its vehicles.

Vehicle Specifications

Depending on the number of attendees, the Embassy will need two (2) minibuses that can accommodate up to eighteen people for arrival, and one (1) minibus that can hold up to nine people for departure. The final specification of vehicles will depend on the actual headcount of attendees during arrival and departure, allowing for last-minute adjustments to the flight itineraries of select participants, if necessary.

III. Vehicle Rate

As agreed, the rate for the necessary vehicles is as follows:

Type of Vehicle	Airport Transfer (in KRW)
Van (Staria)	190,000
Mini Bus (Solati)	250,000

IV. Terms of Payment

Payment will be made within seven (7) days after the contract is fulfilled. The Embassy will deposit the payment into the Company's bank account with the following details:

- a. Account Name : HyeKyung Moon (Limo in Korea)
- b. Account Number : 1005-403-592255
- c. Bank : Woori Bank

03 APRIL 2025

[EMBASSY]

[COMPANY]


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



HYE-KYUNG MOON
CEO
Limo in Korea

