



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

16 April 2025

Dear Ms. Kim,

Please be informed that per Notice of Award dated 16 April 2025, issued by the Head of Procuring Entity, you are hereby given this Notice to Proceed in connection with the short-term contract for your interpreter services during the Ramon Magsaysay Award Foundation events on 22 and 23 April 2025 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. SOOYEON (ELLENA) KIM
Freelance Conference Interpreter
E-mail: ellena.sykim@naver.com
Mobile No.: 010-5817-6787

CONTRACT

The Short-Term Contract for One (1) Interpreter for the Ramon Magsaysay Award Foundation Events on 22 and 23 April 2025 ("*Contract*") is entered into between the **EMBASSY OF THE REPUBLIC OF THE PHILIPPINES** in Seoul ("*Embassy*") represented by Ambassador Maria Theresa B. Dizon-De Vega, and Ms. **SOOYEON ELLENA KIM** ("*Interpreter*").

I. Scope of Work

The Embassy shall employ the services of an Interpreter, as an independent contractor, and shall provide consecutive interpretation, through bilingual hosting, for the Embassy and the members of the Ramon Magsaysay Awards Foundation during the program for the following events:

- i. 22 April 2025 – Magsaysay Laureate Exchange and Reunion
- ii. 23 April 2025 – Youth Dialogue titled "Growing Together for a Better Asia – Promoting Youth Mental Health in the Digital Age"

II. Details of the Contract

- Duration: 22 and 23 April 2025
- Schedule: 2:00 PM to 5:00 PM
- Call time: 1:00 to 1:30 PM
 - 22 April 2025 – Garnet Suite, 37F Lotte Hotel Seoul
 - 23 April 2025 – Sentro Rizal Hall and Conference Room, Philippine Embassy

III. Qualifications

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

IV. Confidentiality

All knowledge and information expressly identified by the Embassy in writing as confidential, which the Interpreter acquires during the term of this Contract regarding the business of the Embassy, shall be maintained in confidentiality by the Interpreter, except as expressly authorized by the Embassy in writing. It shall not be divulged or published by the Interpreter and shall not be permitted by the Interpreter to be divulged or published by others.

V. No Employer-Employee Relationship

Nothing in the Contract is intended or shall be deemed to create any employment, partnership, agency or joint venture between the Embassy and Interpreter.

VI. Contract Price

The Embassy agrees to pay **Nine Hundred Forty Thousand Korean Won** (KRW 940,000) for the interpretation services on 22 and 23 April 2025, from 2:00 PM to 5:00 PM.

If the actual hours of service rendered exceed the agreed schedule, the Embassy shall pay the Interpreter's overtime charge of **Seventy Thousand Korean Won** (KRW 70,000) per hour or per fraction of an hour.

VII. Terms of Payment

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

- a. Account Name : Sooyeon Kim
- b. Account Number : 110-338-400312
- c. Bank Name : Shinhan Bank

16 APRIL 2025

[EMBASSY]

[INTERPRETER]



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

SOOYEON (ELLENA) KIM

