



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

02 April 2025

Dear Mr. Doo,

Please be informed that per Notice of Award dated 31 March 2025, issued by the Head of Procuring Entity, your company, **LOTTE HOTEL SEOUL**, is hereby given this Notice to Proceed in connection with the contract for professional banquet services for an official event 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. DOO KYUNG TAE (Kenneth)
General Manager, Lotte Hotel Seoul
30 Eulji-ro, Jung-gu, Seoul

Through: **Mr. Grey Suh**
Sales Team, Banquet Sales Manager
ysuh11@lotte.net



Banquet Quotation

Name of Event	TBD	Organization	Embassy of the Philippines
Organizer	Mary Val R. Adiong	Contact	010-8342-9589
Date of Event	2025-04-07	Reservation Date	2025-03-18
Time	19:30~21:00	Cut-off Date	

1. VENUE INFORMATION

Date	Function	Venue	Pax	Time	Remark
2025-04-07	Main	Peacock(36F)	27prs	19:30~21:00	
	Main	Carlton(36F)	5prs	19:30~21:00	

2. FOOD & BEVERAGE

Date	Description	Unit (KRW)	Quantity	Amount (KRW)	Remark
2025-04-07	Dinner	123,967	32	3,966,942	Western Course
	Coffee Break	14,050	-	-	Coffee or Tea, Cookie
	Water(BT)	2,100	-	-	
	F&B Total			3,966,942	
	Service Charge 10%			396,694	
	Government Tax 10%			-	Exempt
	SUB TOTAL ① (KRW)			4,363,636	

3. GENERAL ARRANGEMENTS

Date	Item	Unit (KRW)	Quantity	Amount (KRW)	Remark
2025-04-07	Rental Charge (Peacock Suite)	5,500,000	1	Complimentary	
	Rental Charge (Carlton Suite)	4,400,000	1	Complimentary	
	Beam projector & screen	300,000	-	-	Optional
	Stage Banner	300,000	-	-	Optional
	Parking Ticket	-	-	Complimentary	Free Of Charge
	Wi-Fi	-	-	Complimentary	Free Of Charge
	Microphone & Podium	-	-	Complimentary	Free Of Charge
	Government Tax 10%			-	Exempt
	SUB TOTAL ② (KRW)			-	

GRAND TOTAL (①+②) (KRW) 4,363,636

*The above quotation is estimated and could be able to adjusted or negotiated.

*The price indicated on the quotation includes 10% service charge

*If any changes (or cancellation) occur after confirmation of the booking, Lotte Hotel Seoul would be able to ask for compensatory damages.

*Without further discussion or contact, this tentative block will be released by the Cut-off Date, so please keep in mind.

*Payment needs to be settled down on the actual event day.

Client Signature

MARIA THERESA B. DIZON-DE VEGA
Ambassador

Grey Suh (Yung Ha Suh) Banquet Sales Manager/Sales Team

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Eulji-ro 30, Jung-gu, Seoul, Korea (04533)

Banquet Hall Rental Agreement

This Banquet Hall Rental Agreement (this “Agreement”) is entered into between Hotel Lotte Co., Ltd. (the “Hotel”) and (the “Client”) with respect to the use of banquet hall of the Hotel.

Article 1. Purpose

The purpose of this Agreement is to set forth the terms and conditions under which the Client will use the banquet hall and additional services to be provided by the Hotel. The Parties agree to undertake their respective obligations and perform all actions required under this Agreement in good faith and with fair dealing.

Article 2. Event Details

Client agrees to use the banquet hall under the following terms and conditions, the details of which will be as set forth in the Quotation.

Article 3. Key Terms and Conditions

(1) Minimum Guaranteed Guests

The Client shall notify the Hotel of its minimum guaranteed guests (“Guarantee”) who will attend the Client’s event [within [seven (7)] business days from the date of this Agreement]. At the event, if the number of guests served is less than the Guarantee, the Client will be responsible for the number Guaranteed. The expected number of guests increases or decreases by up to [10]%, in which case, the Client must notify the Hotel no later than [72] hours before the date of the event.

(2) Preparation of Additional Food & Beverage

Upon the Client’s request, the Hotel may prepare additional food and beverage, up to [10]% of the Guarantee. The Client is responsible for the additional food and beverages supplied by the Hotel to the extent they are consumed by the guests.

(3) Compliance with the Event Schedule

The Client hereby agrees that it will cause its guests and other attendees to vacate the banquet hall at the conclusion of the event. If the event exceeds the agreed-upon end time pursuant to this Agreement, the Hotel reserves the right to charge the Client for any additional charges, including a surcharge for the staff members, for the extended use of the banquet hall. Such charges will be invoiced to the within [three (3)] business days from the date of the event, which shall be payable by the Client within [one (1)] business day from the date the Client has received the invoice.

Article 4. Standard Terms and Conditions

(1) Compliance with Laws

1. The Client shall perform this Agreement, in good faith and with fair dealing, and abide by the terms and conditions set forth in this Agreement.
2. In connection with the services to be provided under this Agreement, the Hotel shall provide the relevant facilities, fire safety equipment, accessible accommodation and alcoholic beverages in compliance with the permits and regulations applicable to lodging business.
3. If the Client breaches, or fails to perform, its obligation under this Agreement, the Hotel may terminate this Agreement under Paragraph (6) below and reserves the right to claim compensation, restoration and/or damages against the Client for any losses, liabilities, expenses and damages arising from the termination of this Agreement.

(2) Protection and Safety of Facilities

1. Guestrooms, banquet halls and other facilities in the Hotel shall comply with the safety regulations and standards applicable to lodging business. The Hotel shall use its best efforts to minimize any inconvenience to the Client's use of the banquet hall or other facilities in the Hotel during the event. The Hotel agrees to notify the Client of any construction, improvement or repair of facilities planned during the Client's event.
2. The Client is prohibited from engaging in any following activities, unless a prior notice is provided to the Hotel and the Hotel has given its consent thereto:
 - Setting up a promotional signboard or poster, or taking photographs, in areas other than the designated areas;
 - Bringing foods, beverages, equipment and fixtures for the event into the Hotel; or
 - Bringing and using any item that may cause an arbitrary alteration, or pose a risk of fire or other dangers, to the facilities in the Hotel.
3. The Client shall use the facilities in the Hotel with due care and agrees to restore any damage to the facilities in their original state or compensate for such damage.
4. Upon the Client's request to bring in and/or install carried exhibition or other items (including personal items) for the event, the Hotel may designate a time period of which the Client's employees, agents, subcontractors and/or consultants (the "Client Employee(s)") can carry out relevant works and require the Client and/or the Client Employees to undergo safety training or work under supervision with respect to any five critical operations in safety management (being, hot work, work at height, confined space work, heavy lifting operations, and hazardous material work). The Client shall cause the Client Employees to comply with such safety training and/or supervision. The Client shall indemnify, defend, and hold the Hotel harmless from and against all claims, losses, liabilities, penalties, costs, and expenses (including attorney's fees and expenses and litigation costs and expenses), damages (including consequential, punitive, and exemplary damages) (including, but without limitation, any claims arising out of or in connection with the Serious Accident Punishment Act) caused by the Client's willful misconduct or negligence.
5. The Client shall be liable for any damage to the Hotel's interior and exterior facilities and other property damage caused by Client, Client Employees, and attendees during the event.
6. The Hotel shall not be liable for any losses, liabilities, expenses or damages incurred by the Client or its attendees for the event during the Client's use of the Hotel, except in cases where such losses, liabilities, expenses or damages have been directly caused by willful misconduct or gross negligence of the Hotel.
7. Any communications regarding the obligations to be complied with under this Article and other terms of this Agreement, such as changes to the event details, must be conducted through the contact person set forth below. If the Client fails to do so, the Client shall not be entitled to raise any objections, even if restrictions are imposed on the Client's event.

(3) Payment

1. Unless agreed otherwise by the parties, the Client agrees to pay all charges incurred due and payable on the date of the conclusion of the event.
2. The Client acknowledges and agrees that payments shall be made in KRW. If the Client wishes to pay in any other currency, the exchange rate set by the Hotel at the time of the payment will be applicable.
3. If the Client fails to make the payment on the due date, a penalty of [1%] monthly compound interest will accrue on the outstanding balance, without any separate notice to the Client, until the amount is paid in full.

(4) Security Deposit

1. The Client shall pay the Hotel an amount equivalent to [10]% of total estimated charges for the event, as the security deposit, in cash or by credit card upon signing this Agreement. Subject to Subparagraph 5 of Paragraph (6), the security deposit paid by the Client is non-refundable and non-transferable, with no interest accruing. Payment in cash should be made to the account set forth below.

- ① Deposit [20.**.**] : 10% of the estimated total quotation
- ② Balance [20.**.**] : 90% of the estimated total quotation

If deposited into the Hotel's bank account

Accountholder: : HOTEL LOTTE Co.

Account Number: Shin Han Bank 100 013 720794

(5) Cancellation of Event

1. If the Client intends to cancel the use of the banquet hall, it must provide written notice to the Hotel and the Client will be subject to the penalty under Subparagraph 2 below. The Client must fully pay the penalty within [14] days from the date it has provided notice of the cancellation to the Hotel.

2. The penalty payable by the Client is based on the below table.

Time of cancellation	Amount of penalty
From the signing date of this Agreement to 120 days prior to the date of the event	10% of the total estimated charges
90 days prior to the date of the event	30 % of the total estimated charges
60 days prior to the date of the event	50 % of the total estimated charges
30 days prior to the date of the event	70 % of the total estimated charges
From 7 days prior to the date of the event to the actual date of the event	100 % of the total estimated charges

* Total estimated charges mean, the adjusted amount of total charges after adjusting the number of "Quantity" under Appendix 1 to the Guarantee to be notified by the Client to Hotel within [7] business days from signing date of this Agreement.

(6) Termination and Compensation for Damage

1. By entering into this Agreement, the parties hereto agree to perform their respective obligations. Neither party is entitled to terminate this Agreement without cause, unless parties have mutually agreed in advance to terminate this Agreement.

2. If the Client or Hotel breaches, or fails to perform, its obligation under this Agreement, the other party may provide notice to the breaching party to cure such breach and terminate this Agreement if the breaching party does not cure the breach within seven (7) days of receipt of such notice. The non-breaching party is entitled to file a claim for compensation against the breaching party for any losses, liabilities, expenses and damages arising out of the termination caused by the breaching party.

3. The Client or Hotel (in case of D, Hotel only) may terminate this Agreement with immediate effect by written notice to the other party upon occurrence of any of the following events:

- A. Suspension or cancellation of business operations is imposed by an administrative authority, or a suspension of transactions is imposed by a financial institution against the other party;
- B. Preservative measures (such as provisional attachment or provisional disposition) by a third party, compulsory execution, declaration of bankruptcy, commencement of rehabilitation procedures, or other events materially adverse to the business make fulfillment of the Agreement practically difficult by the other party;
- C. The parties jointly recognize that fulfillment of the Agreement is impractical or impossible due to a dissolution, consolidation, merger, business transfer, natural disaster or other similar events; or
- D. The Client's event, in the Hotel's view, is inappropriate or detrimental in any way to the goodwill and reputation of the Hotel.

4. If this Agreement is terminated pursuant to Subparagraph 3 above, the terminating party may file a claim for compensation, restoration and damage against the other party for any losses, liabilities, expenses or damages arising out of the termination, the amount of which shall be based on the penalty set forth in Subparagraph 2 of Paragraph (5).

5. If the banquet hall for the event becomes unavailable due to a force majeure event or any other events beyond the reasonable control of the Hotel, the Hotel reserves the right to provide an alternative venue; provided, however, that if the Client does not wish to use the alternative venue, the Client may terminate this Agreement. Upon such termination, the Client shall be entitled to a full refund of the security deposit.

6. If the Client or Hotel breaches this Agreement, thereby causing any losses, liabilities, expenses or damages to the other party or a third party, the breaching party shall immediately compensate for, and indemnify, defend, and hold the other party harmless from and against all claims, losses, liabilities, penalties, costs, and expenses (including attorney's fees and expenses and litigation costs and expenses), damages (including consequential, punitive, and exemplary damages) (including, but without limitation, any claims arising out of or in connection with such breach.

(7) Dispute Resolution

1. This Agreement shall be governed by and construed in accordance with the laws of Korea.
2. The parties hereto agree to settle amicably any disagreements regarding interpretation of this Agreement or matters not specified in this Agreement. If the parties fail to reach an agreement, the Seoul Central District Court shall have exclusive jurisdiction as the court of first instance to settle the dispute that may arise out of or in connection with the disagreement.
3. Alterations or supplements to this Agreement must be in writing, upon mutual agreement of the parties.



[Appendix 1] Details of the Event and Banquet Hall

[Signature Page to Follow]

Signature Page

This Agreement shall be executed between the Hotel and the Client upon signing in the signature spaces below. Both parties must affix their signatures or seals by [*] [*], 20[*] in order for this Agreement to take effect. Until the Client's signature is provided by the aforementioned date, this Agreement shall not take effect.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed by their duly authorized representatives as of the day and year above written.

Hotel: Hotel Lotte Co., Ltd.	Client: [*]
Address: 30 (Sogong-dong), Eulji-ro, Jung-gu, Seoul, Korea	Address:
Signature: 	Signature:  MARIA TERESA B. DIZON-DE VEGA Ambassador
Name: Yungha (Grey) Suh	Name:
Title: Manager	Title:
	Date: [*] [*], 20[*]