



Embassy of the Republic of the Philippines
Pasuguan ng Pilipinas
Seoul

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

10 November 2024

Dear Mr. Park,

Please be informed that per the Notice of Award dated 08 November 2024, issued by the Head of Procuring Entity, your company, **THE AK TRAVEL CO., LTD.**, is hereby given this Notice to Proceed in connection with the procurement of a contract for the 2024 Team Building of the Philippine 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. SEOK-JIN PARK
CEO, The AK Travel Co., Ltd.
30-1 Botdeul 2-gil, Uiwang-si
Gyeonggi-do (Poil-dong)
E-mail: info@adventurekorea.com

Partnership Agreement

This Partnership Agreement (hereinafter referred to as "Agreement") is made and entered into by and between [The A.K. Travel Co., Ltd.] (hereinafter referred to as "Party A"), and Embassy of the Philippines in Seoul (hereinafter referred to as "Party B"). The purpose of this Agreement is to set forth the terms and conditions under which Party A and Party B will collaborate to provide a one-day tour service for Party B's clients.

Article 1: Purpose

The purpose of this Agreement is to define the necessary provisions for the mutual cooperation between Party A and Party B in providing a one-day tour service to Party B's clients, specifically the Embassy of the Philippines in Seoul.

Article 2: Definitions

- "Tour Service" refers to the one-day tour program and all related services jointly provided by Party A and Party B.
- "Customer" refers to an individual or group participating in the tour organized under this Agreement.

Article 3: Term

The term of this Agreement shall be for the one-time event scheduled for [16 November 2024]. The Agreement may be extended for future events upon mutual agreement by both parties and execution of a new agreement.

Article 4: Roles and Responsibilities

Party A's Roles and Responsibilities:

- Provide transportation (e.g., bus, taxi, or other relevant modes of transport) for the tour.
- Provide a local guide who will lead and assist throughout the one-day tour.
- Coordinate all logistics related to the tour, including venue bookings, events during the tour, and other services necessary for the success of the event.
- Ensure the safety and comfort of all customers throughout the event.

Party B's Roles and Responsibilities:

- Communicate the number of participants and any special requirements for the tour to Party A at least 10 days prior to the event.
- Act as the main liaison for communication regarding customer requirements and preferences.
- Promote the tour and assist in the collection of participant information (e.g., dietary restrictions, special accommodations).
- Provide any necessary documentation or credentials related to the group's participation in the tour.

Article 5: Service Provision and Payment

- **Service Fee:** Party A will charge Party B a total agreed-upon fee for providing the one-day tour service. The full cost will include transportation, guide services, entrance fees, meals (if applicable), and any other tour-related expenses.
- **Payment Terms:**
 - A 10% deposit of the total fee is due upon confirmation of the tour date, in order to secure the booking and initiate planning and coordination.
 - The remaining 90% balance, along with any potential additional costs (e.g., extra participants), must be paid no later than **two weeks** after the scheduled tour date.

Payment Details:

- Bank Name: NH Bank (Nonghyup Bank)
- Bank Account Holder Name: 주식회사 더에이케이트래블 (The A.K. TRAVEL. CO. LTD)
- SWIFT CODE: NACFKRSE
- Account Number: 317-0017-2503-51
- Bank Address: NONGHYUP BANK NH TONGHAP IT-CENTER SUB-BR.

Article 6: Cancellation and Termination

The following cancellation policies apply to the services provided under this Agreement:

- **Cancellation 15 days or more before the service date:** Full refund.
- **Cancellation 14 days before the service date:** No Cancellation

The reservation fee for booking transportation, meals, and any other non-refundable services (such as venue bookings or pre-purchased tickets) is non-refundable after payment has been made.

Article 7: Confidentiality

Both parties agree to keep all information regarding this Agreement and related events confidential and not to disclose it to any third party without prior written consent from the other party, unless required by law or regulations.

Article 8: Liability and Compensation

- **Party A** shall be liable for any damages caused to customers resulting from negligence or failure to provide services as outlined in this Agreement.
- **Party B** shall not be held responsible for any injuries, accidents, or damages that occur as a result of the customer's actions or negligence.
- Neither party shall be liable for any damages arising from force majeure events such as natural disasters, war, civil unrest, or other unforeseeable events.

Article 9: Dispute Resolution

In the event of any dispute arising from this Agreement, both parties will first attempt to resolve the matter through friendly negotiations. If such resolution is not possible, either party may bring the matter to the court having jurisdiction over the dispute.

Article 10: Miscellaneous

- Any amendments or additions to this Agreement must be made in writing and signed by both parties.
- Matters not specified in this Agreement shall be determined through mutual trust and co-operation between the parties.
- This Agreement will take effect upon the signature of both parties' duly authorized representatives.

Signatures

Party A

Company Name : The A.K. Travel Co., Ltd.
Representative : [Seokjin Park]

Signature : 

Seal : 

Date : NOV 14 2024

Party B

Company Name : Embassy of the Philippines in Seoul
Representative : [Ambassador Maria Theresa B. Dizon-De Vega]

Signature : 

Seal : 

Date : NOV 12 2024